

Online help for Capture One 8 and Capture Pilot

Welcome to the Help Site for Capture One and Capture Pilot.

Use the left menu to find categorized articles or use the search field above to find a specific topic.





Introduction to Capture One Help Site

Thank you for installing Capture One.

[About Capture One](#)

Capture One overview, Capture One versions and credits and legal information.

[Setting up Capture One](#)

System requirements, installation, activation, deactivation and registration.

[Quick Start Guide](#)

Basic workflow overview.



About Capture One

Capture One overview

Built on the world's best raw processing engine, Capture One Pro is the professional choice in imaging software. It enables photographers to reduce the time and effort required to create stunning, out of the box, images from leading high-end cameras. With a fast and intuitive workflow, it can be customized to fit your unique needs.

It is the world's best raw converter, rendering precise colors and incredible detail, with support for leading high-end cameras. It contains flexible digital asset management, all the essential adjustment tools and professional performance in one integrated solution.

Capture One versions

Capture One Pro, DB and Express

There are three different Capture One versions:

- The **Capture One DB** (Digital Back) version provides owners of Phase One, Leaf & Mamiya Digital Backs with a set of highly advanced image editing tools to help streamline and make any photographer's daily workflow more efficient, whether shooting tethered or not.
- **Capture One Pro** delivers the same functionality as DB although it also includes support for digital camera jpeg images and numerous other Raw files. It also includes tethered support for some DSLRs. This ensures that DSLR owners have the ability to get the highest level of quality from their files. (See release notes for supported file types).
- **Capture One Express** is a simplified version of Capture One Pro and omits some features such as tethered shooting.
- **Capture One Pro (for Sony)** delivers the same functionality as Capture One Pro, but only for Sony cameras.
- **Capture One Express (for Sony)** is a simplified version of Capture One Pro (for Sony) and omits some features such as tethered shooting, but is free to use.

You will need online access for the initial activation of **Capture One Express** and **Capture One Pro**. **Capture One DB** does not need an Internet connection for activation. This guide describes Capture One for Apple® Macintosh® and it is also applicable to Capture One for Microsoft® Windows®, though some specifics are not listed. All features tagged with the slightly raised Pro-feature text are only accessible in Capture One Pro versions.

Credits and legal information

On Rights

©2014 Phase One A/S. All rights reserved. Made in Denmark.

Ver.8.0 last edit August 2014.

Colorspace images created in CROMiX ColorThink.

Photos by:

Phase One

Michael Roscoe, www.roscoephotography.com

Peter Eastway, www.petereastway.com

Kevin Carter, www.kevintcarter.com

Paul Fawley, www.photolink.co.uk

On Liability:

The information in this user guide is provided "as is". Under no circumstances, including negligence, shall Phase One be liable for any incidental, special, direct, indirect or consequential damages arising out of or relating to use of the information provided in this guide with or without the software described in the guide. **Trademarks and Acknowledgements**

Capture One and Phase One are either registered trademarks or trademarks of Phase One A/S in the European Union and/or other countries. All other trademarks are the property of their respective owners. This product includes DNG technology under license by Adobe Systems Incorporated.



Setting up Capture One

PHASE ONE / ACTIVATION / DEACTIVATION

System requirements

Capture One may run on other and older equipment than those listed below, but to ensure the best possible results we recommend that your computer, at the minimum, conforms to the following specifications:

Microsoft® Windows® minimum requirements

- Intel® Core™ 2 Duo or better
- 4 GB of RAM
- 10 GB of free hard disk space
- Calibrated color monitor with 1280x800, 24-bit resolution at 96dpi screen ruling
- Windows 7® SP1 64-bit, Windows 8® 64-bit
- Microsoft® .NET Framework version 4.0 (will be installed if not present)
- A PDF reader is needed to read the Release Notes
- An Internet connection is needed when activating Capture One.

Apple® Macintosh® minimum requirements

- Intel® Core™ 2 Duo or better
- 4 GB of RAM
- 10 GB of free hard disk space
- Calibrated color monitor with 1280x800, 24-bit resolution at 96dpi screen ruling
- Mac OS X 10.9 or 10.10
- An Internet connection is needed when activating Capture One.

Recommended system requirements

The above hardware specifications are to be considered as minimum requirements. If you work with high-resolution camera systems or simply want to optimize the performance, please follow the recommendations below:

- Use processors with multiple cores, e.g Intel® Core™ i7 or better
- Have 8 GB of RAM or more
- Leave plenty of hard disk space free for your images
- Use a fast hard disk e.g. a Solid State Disk (SSD)

Installation

Please read the release notes carefully before you install Capture One.

Install on Mac OS X

To install the software please follow the procedure below:

1. Either load the Capture One DVD or download the application on www.phaseone.com.
2. Open the Capture One disk icon.
3. Read and accept the license agreement presented.
4. Drag the Capture One icon to the Applications folder.
5. Open Capture One from your Applications folder.

Install on Windows

To install the software please follow the procedure below:

1. Either load the Capture One DVD or download the application on www.phaseone.com.
Run the executable software install file.
2. Read and accept the license agreement presented.
3. Follow the on-screen instructions to complete the installation.
Note: Capture One will initiate installation of Microsoft® .NET Framework 3.5 if you do not already have it.

Manual Update to Latest Version

It is important to keep Capture One software updated. You will usually receive a newsletter reminder that an update is ready for download although it can be more convenient to choose Capture One>Check for Updates.

If your Capture One application is downloaded from www.phaseone.com it will always be the latest version. Installation from a CD version may need to be updated.

You can also schedule an automated update if desired. Check Capture One > Preferences.

Activating Capture One Pro

Follow this step-by-step guide on how to activate Capture One Pro software. In order to complete the activation you need to be connected to the Internet.

1. Go to Capture One>License... to open the license activation dialogue as illustrated.
Enter license code and profile details.
2. You will receive the 16-character license code either by email or with the original software package. Type in the license code as illustrated.
Type in your email address that correlates to your Phase One Account, if you do not have an account one will be created for you. Press 'Get profile' and the rest of the form will be filled in for you. If you are a new customer, please fill in the rest of the form. Now click the 'Activate' button.
3. Complete this process by clicking 'Activate'. Your software is now ready for use.

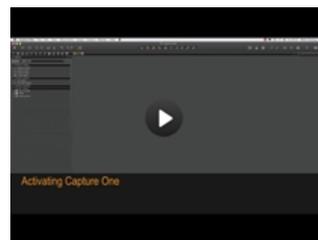
Troubleshooting

Try one of the following resources if you are experiencing any problems with the software:

1. Go to the [Setting up Capture One](#) section for more information about recommended hardware..
2. Watch www.youtube.com/PhaseOneDK for the latest video tutorials.
3. Visit www.phaseone.com/support for inspiration and troubleshooting.

Video: Activate Capture One

Watch this video for all the essential information on Capture One activation.



Deactivation

To deactivate Capture One from a computer you need to be connected to the Internet.

1. Open the License dialog box via the menu Capture One>License.
2. Press the Deactivate button.
3. Confirm that you want to perform the deactivation.
After doing so, you can activate Capture One on another computer.

The application will return to Trial Mode once deactivated. When the trial period has expired all current and pending processing will be cancelled. You will need to reactivate Capture One to continue working with it.



Registration

Register your license to authenticate your installed software. Registration will allow full usage of your Capture One version.

The Online registration automatically registers your license key. When this is validated, it will be kept alongside with information on your computer platform, ID and IP numbers. Phase One keeps all information confidential according to EU law and international standards. For more information on the license, please read the License Agreement.

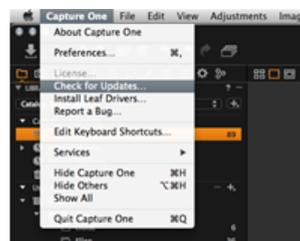
The registration of the software will create a personal profile on www.phaseone.com. This profile will provide the opportunity to register your hardware/software and to contact Phase One for any support or sales related questions.

How do I register my hardware product?

1. Attach a camera and a dialog box will automatically open and ask if you would like to register your product.
2. Click 'Yes' in the Registration dialog box and follow the procedure; this will help in future support cases as well as track ownership of the product.

Can I change my registration?

It is possible to change the priority and even remove the registration completely.



1. Select the Digital Back that you wish to change updating priorities on.
2. Rearrange by using the arrows icons.

If a digital back is removed completely you will have the option of re-registering it the next time you connect the back to Capture One.

Quick Start Guide

First [activate](#) Capture One, then follow this guide to get quickly up and running with the software. (Click on the links for more information about each tool and feature).

Video: Capture One Pro Overview

Get an overview of Capture One Pro in this video tutorial. (Click on the image to the right). Capture One Pro is the professional choice in imaging software. It gives photographers the highly responsive, precision tools they need to create stunning out-of-the-box images from leading high-end cameras.



Getting started

The user interface consists of four key sections:

1. The [Browser](#) displays different views of image thumbnails, as well as useful functions to aid workflow including rating, naming sorting and more.
2. The [Viewer](#) delivers a high quality rendition of your chosen selected image. All changes made to the image will be shown instantly.
3. The [Tool Tabs](#) give access to all of the core tools needed to edit images, such as color balance, exposure and sharpness.
4. The Menu and [Tool Bar](#) provide structured access to software functions and features found throughout the application.

Create a catalog

A [catalog](#) is the primary method of file organization and viewing in Capture One Pro. A catalog contains all the information needed for Capture One Pro to find and display any image added to the Catalog. The location of the actual image files can be on any disc location but can also be placed inside the catalog file. Image files are located and accessed in the Library tool. Image files need to be imported into a catalog. It is also possible to shoot directly into a catalog from a supported tethered camera.



1. Create a catalog by selecting File>New Catalog...
2. A dialog box will appear. Fill in the Name field and select a Location for the catalog.

Importing images

Before you import images, first create a new catalog or session. Go to File>New Catalog or New Session. Fill in the Name field, select a location and press OK.

There are three primary ways to import image files:

1. Connect a card reader to your computer and insert a memory card. Capture One will open the import window automatically.
2. [Import files](#) from your computer or an external hard drive by choosing File>Import images... Browse and select a folder containing raw



images from the Location drop down menu.

The Import Images dialog box has a number of automated options that can be selected according to your workflow preference. These include an image backup tool, file naming functionality and add caption and copyright information fields.

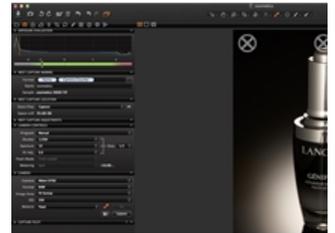
3. Shoot [tethered](#) from a supported DSLR or Digital Back. Images will go to the active Catalog/Session by default.

Capture

The [Capture tool tab](#) is your gateway to tethered shooting with a Phase One digital back or supported DSLR.

Connect a camera to your computer via a FireWire or a USB cable. This tool tab has a host of features to aid workflow:

- Adjust your camera exposure settings remotely, apply adjustments and multiple styles during capture. Use the Camera tool to alter ISO and White Balance settings and fire the shutter of a connected camera or activate its Live View functionality.
- Use the Capture Pilot tool/app to connect Capture One Pro to an iPad, iPod Touch and iPhone. The Capture Pilot app lets you present, rate and capture image files on an iOS device.
- The Capture Pilot tool also has a web function that lets you view, rate and color tag captured images from a web browser on a computer, Android (mobile device) or Windows Phone operating system.



Color

Capture One provides a number of tools to adjust colors. The tools are designed to support your workflow when handling specific issues like [white balance](#) and [skin tone](#).

The [Color tool tab](#) and its functionality should always be the cornerstone of your image editing workflow. The Color Editor enables users to select and adjust a narrow color spectrum without affecting other colors in an image.

Tip: Attain neutral colors by capturing a test shot with a grey card during a photo shoot.



Exposure

Use the Capture One Exposure tool to adjust [exposure](#), [contrast](#), [brightness](#) and [saturation](#).

Try the [High Dynamic Range tool](#) to remedy images with extreme highlights and deep shadows. Use the powerful Levels and Curve tools to fine-tune exposures or add more punch to an image with the Clarity sliders.



Editing images

Try out the [Variants function](#) while editing images to get a preview of the selected image with the same adjustments applied. Use Variants to experiment with different image adjustments.

Press F3/F7 (Mac/PC) to get a Clone Variant of a selected image. (Alternatively, Go to Image>Clone Variant). The New Variant is, in essence, a duplicate of your original raw file.



Lens Correction

Use the [Lens Correction tool](#) to minimize chromatic aberration, purple fringing, distortion, lightness and sharpness falloff. Make creative effects using the Vignetting tool.



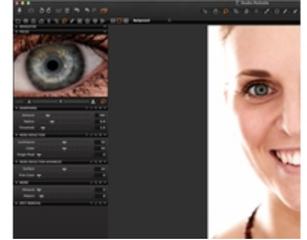
Crop

The **Crop tool** enables freehand and fixed ratio crop options. It is even possible to crop outside the image area. Drag the crop mask in the Viewer to make composition adjustments at anytime during the editing process.



Focus and sharpening

Use the **Details Tool** tab to verify or modify the sharpness of the image. Always check sharpness at a 100% zoom view. First adjust the **Radius and Amount sliders**, and then alter Threshold value as required.



Local Adjustments

The **Local Adjustments tool** tab allows you to create layers and adjust targeted areas of an image. Exposure, Sharpening, Clarity, Moiré, HDR, Noise Reduction, White balance and the Color Editor can also be applied to a Local Adjustment. The selected area is defined using a brush; you can adjust the hardness and size according to your editing needs.



Export - Originals

There are two export image options; Go to File>Export and choose either Originals or the Variant option.

Export Originals lets you export original raw images with or without adjustments to a folder location on your computer or external hard drive etc. (Check mark the Include Adjustments option according to you preference). Press Export Original to complete the process.



Export Variants

Export Variants is a quick way to export a processed image. Go to the Store Files drop down menu and choose a location. Name your file, select a format and adjust the Quality slider as desired and press Export Variants to complete the process.



Batch

Go to the Batch tool tab to view images that are about to be processed. You can even reprocess images directly from the history tab as long as the original files are still available.





Library

IMPORT / IMPORTING IMAGES

The Library Tool enables you to access files located on your local computer or on external drives and networks. The Library Tool is a filtered file explorer that displays catalogs, sessions, albums, projects, groups, folders and supported files.

The Library tool tab in Capture One is where all file navigation and organization takes place. Navigate via the hierarchical tree-view to a folder that contains the image files you wish to edit. Thumbnails of the images within your selected folder will be created and displayed in the [Image Browser](#). You can also watch videos supported by your particular OS. [Find out more here.](#)

Capture One applies non-destructive editing because any image adjustments will not affect the actual raw file – only the Capture One settings file will change. Create a [catalog](#) or [session](#) to help organize your workflow.

Catalogs

Create and utilize a catalog in Capture One Pro 8

Import

Find out how to import files into a catalog and session

File Naming

Choose a customized filename recipe that best fits your needs

Catalogs

Create and utilize a catalog in Capture One Pro 8

Introduction

A catalog is the primary method of file organization and viewing in Capture One Pro 8. A catalog contains all the information needed for Capture One Pro 8 to find and display any image added to the catalog. The location of the actual image files can be on any disc location but can also be placed inside the catalog file. Image files are located and accessed in the Library tool. Image files need to be imported into a catalog. It is also possible to shoot directly into a catalog from a supported tethered camera.

Find out more about [catalog strategies](#).

Video tutorial: Catalogs

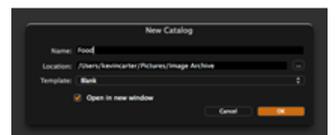
Learn about catalogs in this in depth video tutorial. (Click on the image to the right). Discover how to create, build and structure catalogs.

Create a Catalog

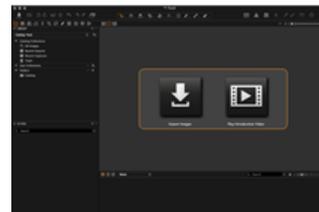
1. Select File>New Catalog... Or use keyboard shortcut Shift+Cmd+N.
2. A dialog box will appear. Fill in the Name field and select a Location for the catalog.

Import images into a catalog

There are three ways to import images into a catalog in Capture One:

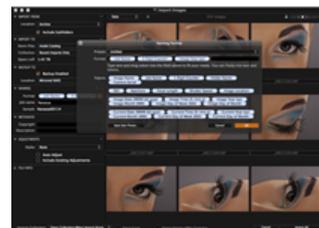


1. Import is the normal procedure. Press the import icon (arrow icon in middle or the top left of the user interface) or go to File>Import Images... Find out about the Import dialog box [here](#).
2. Shoot from a supported DSLR or digital back – Images will go to the active Catalog by default or it is possible to choose a location.
3. Import a Media Pro or Expression Media Catalog, Adobe Photoshop Lightroom Catalog or Apple Aperture Library. Go to File>Import Catalog and choose the appropriate option.
Please note that there are certain limitations to what Capture One is able to import from other application.



Import and name files into a catalog

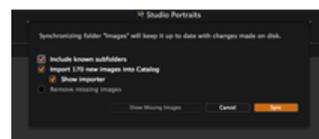
1. Select File>New Catalog... (Give the catalog a name). An Import Images dialog box will appear.
2. Choose the Location from where you want to Import Images. (E.g. From a memory card or folder on your computer hard drive).
3. Go to the Name tab and press the option box next to the Format field. (The box with three dots. It will turn orange once selected).
4. You can either select one of the options in the Presets drop down menu or drag and drop one or more of the Tokens into the Format field.
5. Check mark the **Include Existing Adjustments** if you are importing RAW files that have already been worked on in earlier versions of Capture One. Automatic backups can also be set by check marking **Backup Enabled** and setting a location.
6. Once you have choose your file name, press OK. Next, press **Important All** at the bottom of the dialog box.



Synchronize a Folder

After importing images as referenced files into a catalog from a folder on a drive, the Synchronize Folder feature may be used to import additional images. This is useful when importing certain sets of images or if additional images have been added to a folder after importing and the catalog requires updating. Deleted images may also be removed from the catalog during this process.

1. From the **Library Tool Tab**, select the **Folder** that requires updating.
2. Go to the main menu and select **Synchronize Folder...**
3. Check mark the relevant boxes in the Synchronize prompt and press the **Sync** button. A new **Import** window opens.
4. Select the images as required to add to the Folder, and check-mark the options for renaming, backing up and adding styles, as appropriate.



Exporting and Importing Catalogs ^{Pro}

Capture One Pro 8 now offers users the option to Export and Import Catalogs. Rather than switching between multiple catalogs, importing earlier sets and creating one 'Master' catalog may simplify workflow and improve search queries.

Also, this new functionality is useful when, for example, you want to send a sub-catalog with images off to the retoucher and then later re-introduce the variants to an existing 'master' catalog.

The flexibility of importing and exporting of catalogs will also be popular with location photographers. For example, catalogs complete with the photos and adjustments created on a laptop may easily be transferred to a desktop computer back in the studio, or at home.



Export a Catalog ^{Pro}

Any Catalog Collection, Folder or User Collection (Album, Smart Album, Group or Project) in a catalog may be exported as a new separate catalog, which may be shared and worked on by colleagues.

1. From the Library tool, under Catalog Collections, User Collections or Folders, select the folder to be exported as a catalog. If certain images from one or more folders are required to be exported, create a dedicated album.
2. Right-click (Windows) or control-click (Mac OS) the relevant folder or album and select **Export as Catalog...** Alternatively, select the folder or album and from the main menu, select File> Export as

Catalog...

3. From the dialog box specify a name for the catalog to be exported. Select a destination, and check mark the **Include Originals** box to **add the image files**, if required. Selecting this option will make a **copy** of the original image files and place them **inside** the catalog.

Depending on your chosen workflow, this option may be useful when sending files off to a retoucher or to the studio (particularly if all of the editing features of Capture One are required such as high magnification zooming, lens corrections and of course, processing).

Note: Including the original images as managed files when exporting will increase the size of the catalog proportionately.

Import a Catalog ^{Pro}

To import a catalog from Capture One.

1. Open Capture One Pro 8 and from the main menu choose File > Import Catalog > **Capture One Catalog...**
2. Navigate to the Catalog (<name>.cocatalog), select and click **Import**, or, optionally, double-click on the catalog file to imported.
3. If the 'master' catalog already contains one or more of the variants in the catalog to be imported, a dialog box will ask you to choose which variants you would like to keep. Choose between Stop, All, Existing and Imported. Check mark the box to apply the choice to all the variants.

Imported catalogs are duplicated and merged with the current open 'master' catalog. Note, originals or 'managed' files are not imported and remain inside the (exported) catalog package. Any duplicated variants in the imported catalog will be referenced to the initial originals. The catalog is imported in the background, so that you may continue to work uninterrupted.



Import a Sessions Folder ^{Pro}

In addition to merging catalogs, it is also possible to import [Sessions](#) into master Catalogs. Child collections will be imported as Projects with Session Folders, Albums and Projects preserved as individual Albums. Image files are referenced.

1. From the main menu, choose File > Import Session...
2. Navigate to the Session folder (<name>.cosessiondb) and select **Import**, or, optionally, double-click on the Sessions folder to be imported.



More on importing Capture One Catalogs and Sessions ^{Pro}

- Numerous small catalogs with a number of albums and folders can be confusing, especially if you're working on multiple computers, or have one or more operators with access to the computer or hard disk. Working from one or two large catalogs may be simpler and more appropriate for some users.
- Having one master Catalog does not limit the number of images that can be stored, and, as a virtual organizational tool, it means that Albums, Projects Smart Albums and Groups can be implemented very effectively. Please refer to [Catalog strategies](#) for workflow examples.
- Note, imported catalogs remain accessible, and can be deleted if required. Before deleting however, please make sure that any image originals that may have been embedded in a catalog initially have been safely imported into the new master catalog.
- Previous Catalogs and Sessions from Capture One Pro 7 may be imported into a master Catalog in Capture One Pro 8. Upgrading variants using the new Capture One Pro 8 processing engine is optional but doing so provides improved image quality and access to the latest tools. However, once updated, the settings cannot be reversed.
- Catalogs or Sessions produced by Capture One 7 and opened from within Capture One Pro 8 must be updated to benefit from the new applications new features. A warning dialog will be displayed with the option to Upgrade and Open, or Cancel. While the upgrade is irreversible, settings and adjustments are preserved. Individual variants may still be processed using the existing Capture One 7 tools and processing engine. Also, to benefit from the new tools and image quality enhancements, the variants will require upgrading for compatibility with the latest processing engine.
- Catalogs cannot be exported in previous versions of Capture One. In Capture One Pro 7, both image originals and adjustments must be exported first and then re-imported into the specified catalog. Capture One Pro 8 greatly simplifies this process with its new direct importing feature.

Filters Tool

The [Library tool tab](#) also has a Filters tool that is useful for global searches or groupings, allowing a quick comparison across thousands of files. A catalog offers full searchable functionality of image files from the Filters tool.

There are a number of ways to use the filters. There are visual indicators that let users see how many images have, for example, a 5 star rating and/or a color tag. The number next to the relevant color or

star in the Filters tool represents how many images fulfill that criterion. Clicking and selecting on that number (represented by an orange dot) will filter all the images with those particular criteria so that they appear in the [browser](#).



Add star ratings and color tags in the Filters tool

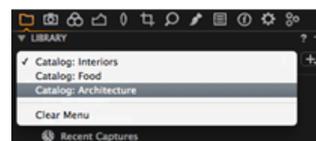
1. Ensure the Library tool tab is open. Select one or more thumbnails in the [browser](#).
2. Drag and drop the thumbnail(s) on to the desired star rating or color tag in the Filters tools.
Tip: Press 0 (zero) on your keyboard to remove a star rating.

Discover [other ways](#) to add color tags and star ratings.



Switch between catalogs ^{Pro}

1. Go to the Library tool tab and select a catalog from the drop down menu.
2. A catalog will open instantly [in a new window](#).



Catalog and User Collections

The content of the Catalog Collections window cannot be changed and shows fixed collections of all the images in the current catalog, recent imports, recent captures and the trash. The last ten Imports and last ten Capture sessions are always available to view here as a fixed album.

Folders tool

The Folders tool lets users see where catalog files are located. The subheading Catalog shows if there are any images placed inside the catalog.

Essential information:

- Right-clicking on the folder will show a number of options including one to reveal the complete file system hierarchy.
- Click on the plus icon (circled) to add folders for the catalog database to recognize. This can be useful if you want to move images from one folder to a new folder. Remember to always complete actions like this within Capture One Pro so that the Catalog database can keep track of changes.
- Click on the minus icon (circled) to remove a folder from this section.



Offline browsing

Catalogs that are located on an external hard drive or servers can still be browsed when they are offline. It is even possible to apply some image adjustments. Follow our guide to [Offline Browsing](#):

- Image files that are located inside the catalog and files that are referenced in their current location can be browsed offline. Working offline can prove useful when using large image collection stored in more capable external storage as opposed to the internal storage of the workstation.
- A number of visual adjustments and metadata edits can be made and will be automatically applied to image files the next time the catalog is reconnected.
- Go to the Folders section of the Library tool. By default the folder hierarchy shows the root folder, and the folder the images are stored in. To see the complete hierarchy, right-click on the folder and choose Show Folders Hierarchy. If the external location becomes unavailable, it will be flagged with a question mark. The image in the [Viewer](#) will also be tagged with a question mark and



shown as Offline. (See circled).

Video tutorial: Offline browsing

Learn about Offline Browsing in this video tutorial. (Click on the image to the right).

If your images are no longer online with the current catalog, they can still be browsed and some image adjustments made. This is good if you keep your cataloged files on external drives or servers but would still like to browse 'offline'.



Virtual organization

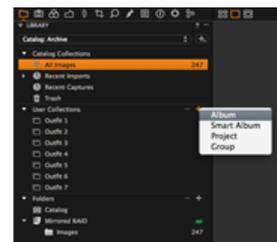
A Catalog can store single image files, Projects, Albums, [Smart Albums](#) and Groups.

Groups: A group is a freeform organizing item. It can contain other groups, projects, albums etc. - it is a simple way to group items. A Smart Album located within a group will search for files located outside the group. (A project in contrast will limit the search scope of, for example, smart albums within it and cannot contain other projects).

Albums: Put an image into several albums without creating copies or using more hard disk space. This saves on hard disk space and makes for easier organization. Editing an image in one album will, of course, be reflected in all other albums, which contain the same image.

Projects: Group your albums into projects, search and filter for images within a project. A project will limit the search scope of, for example, Smart Albums within it. (i.e. A Smart Album will only search for files within a project unlike a group). A project cannot contain other projects.

Organize your images into albums, your albums into projects and your projects into groups. It is easy to drag and drop images between collections within different projects.



Organize a catalog: create a group

1. Go to the Library tool and press the + (plus) icon at the top of the User tab.
2. Select one of the [four options](#).
3. In this example, a Group has been selected and it has been named *People*.
4. Next, it is possible to add a number of projects or albums within the group. An Album has been select to help organize the different models within the Studio Portraits catalog.
5. Drag and drop selected image files from the catalog into the newly created Album.

Create a Catalog Template ^{Pro}

Making a Catalog Template allows you to create a new catalog with a predetermined set of [User Collections](#), instead of starting from scratch. This may be a valuable time saving exercise if you adopt a complex hierarchy of User Collections. Nested Albums, Smart Albums complete with rules (search criteria and active filters), Projects and Groups are all duplicated from within the open catalog.

1. Open a catalog and navigate to the Library tool with a set of User Collections that you intend to copy. Select File>**Save As Template...** A dialog box will open to save the file.
2. Choose a suitable name for the Template. Select **Save**.
3. From the Library, click on the + (**plus**) with **reveal** icon (top right) and select **New Catalog...** Or select File>New Catalog...(shortcut Shift+Cmd+N). A dialog box will appear.
4. Select an appropriate name for the new Catalog, select a location for the Catalog to be saved to (or choose to retain the existing location) and select the appropriate **Template** from the drop-down menu.
5. Check mark the box underneath to open the new catalog alongside the already open Catalog, or uncheck to close the existing Catalog and open the new one.

Note. No images are copied into the Catalog when creating a Template.

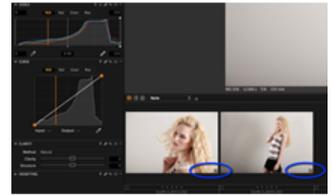
Shared catalogs ^{Pro}

It is possible for several people to share and work on the same catalog.

It is also possible to lock a catalog (restricting it to a 'View Only' mode) to ensure no changes can be made to it.

To lock a catalog...

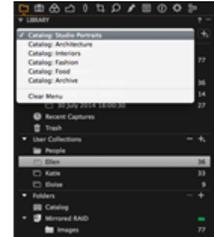
1. Go to File>Lock Catalog...
2. A dialog box will appear. Press the Lock button and the window will reopen.
3. A locked catalog can be opened by multiple users simultaneously, but no changes can be made to it. Notice the icon in the bottom right corner of the thumbnail. (See circled). All editing tools will also become disabled.
4. Go to File>Unlock Catalog... Press the Unlock button to remove the restrictions.



Catalog strategies

It is possible that a single catalog will be sufficient for your workflow needs. However, grouping files into a few separate catalogs creates a higher level of organization and better search capabilities. Here are some ways to organize your catalogs:

- **Organize by project**
You can dedicate a catalog to each of your projects or clients for easy and quick reference. This is also a good method for supporting short-term deadlines and goals.
- **Organize by chronology**
You can create an additional set of catalogs based on the date and time. This is a good monthly habit that will help you build a searchable archive as you go.
- **Organize by subject**
Any logical subjects that are not likely to overlap are a good way to divide your media into multiple catalogs. For example, you can store your images by high-level subjects that describe the types of your photo assignments, such as travel, fashion, portraits and so on.
- **Organize by process/task**
At times, there are clearly definable states for files in a workflow. Separating items by their state or task can help direct users to a media item at a specific stage in the workflow. For example, photographers might create one catalog each for client selections or edited images.





Import

FILE NAMING / OUTPUT NAMING / BATCH RENAME / IMPORT / IMPORTING IMAGES

Find out how to import files into a catalog and session

It is quick and easy to import image files from a memory card, external hard drive, network or local computer. You can choose a naming system, add copyright information and image descriptions directly at import if desired. Inserting a memory card into a connected card reader will automatically open the Import dialog window .

Unsupported files will display a small eye icon (PC) or a crossed over pencil (MAC) in the bottom right corner of an image. These icons will also appear if you don't have the access rights to edit a file and if you try to edit images files located on a camera or a CD.

Note: JPEG files will have a read-only icon if the Enable JPEG Editing option is unchecked. See [Preferences](#).

Capture One Pro and DB users can connect their supported camera and shoot directly into the software. See [Tethered Shooting](#).

Import images into a catalog

1. Go to File>**Import Images...** A dialog box will open to browse files.
2. Navigate to the applicable folder, card or disk in the Locations tool.
3. Automatic backups can also be set by checking **Backup Enabled** and setting a location.
4. The Naming tab enables users to choose the Format and Job name. Use the Metadata tab to fill in copyright information and a description if desired.
5. Check mark the **Include Existing Adjustments** if you are importing RAW files that have already been worked on in earlier versions of Capture One. Styles can also be applied to images during import from the drop down menu in Adjustments.
6. You can select all or specific images to import.
Note: You can always rename files later; see [Renaming Multiple Files](#).
7. Press **Import All**. You can continue working while images are imported in the background.

Note: The last used settings are remembered independently for Catalogs and Sessions, so it's possible to adopt a different arrangement for each.

Import images into a session ^{Pro}

1. Go to File>New Session...
2. Go to File>**Import Images...** A dialog box will open to browse files.
3. Navigate to the applicable folder, card or disk in the Locations tool.
4. Automatic backups can also be set by checking **Backup Enabled** and setting a location.
5. The Naming tab enables users to choose the Format and Job name. Use the Metadata tab to fill in copyright information and a description if desired.
6. Check mark the **Include Existing Adjustments** if you are importing RAW files that have already been worked on in earlier versions of Capture One. Styles can also be applied to images during import from the drop down menu in Adjustments.
7. You can select all or specific images to import. Press **Import All**. You can continue working while images are imported in the background.

Learn more

Find out how to import a catalog and [export original and variants](#) files.

File Naming

FILE NAMING / IMPORTING IMAGES / OUTPUT NAMING / BATCH RENAME

Choose a customized filename recipe that best fits your needs

The Token Based naming function enables easy access to create individual naming criteria that can be tailored to your own personal preference. You can access the Token Based renaming functionality in the following ways:

- [Import Images](#)
- Capture Tool tab ([Tethered shooting](#))
- Process Recipe and [Batch Rename](#) function
- Export [Originals](#) or Export [Variants](#)

The Token Based Naming tool is particularly useful when shooting tethered or when importing images from a memory card or an external disk. It is also possible to create an output recipe and specify a Token Based naming convention. See [Process Recipe](#).

Output naming PC

The appearance of the Format text box differs from PC to Mac. On Windows (PC), the tokens will be converted into text when dropped on the text box.

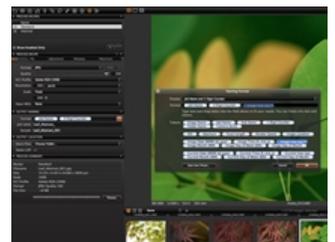
The Tokens are illustrated as follows, [Token Name]. You can also enter tokens directly into the text box manually. A green line will appear beneath the name if a token is recognized by the application.

Change output naming settings in the Output tab

1. Go to Output Naming tool in the output tab.
2. **PC**
 1. Delete the Name Token that is not needed.
 2. Drag and drop new elements into the desired place.
3. **Mac**
 1. The Name Tokens are located the Output Naming tool.
 2. Some Tokens provide a drop down menu with more options.
Remove unwanted Tokens by selecting the element and pressing backspace.

Name output files when processing images

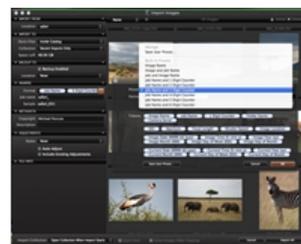
1. Go to the **Output Naming** tool (in the Output Tool Tab) and click the button next to the Format text box. A Naming Format dialog box will appear.
2. Select the desired naming choice in the **Presets** drop down menu. Alternatively, create a new naming format by dragging tokens and/or adding custom text to the Format text box.
3. Click the downward arrow on **Tokens** to access and select more options.
4. Click OK to accept any changes.
5. Verify that the sample below the Format text box is the desired format.



Name files when importing images

1. Select File>Import Images... from the menu or click the Import icon.
2. In the **Naming** tool click the button next to the Format text box to get the Naming dialog box.
3. Select the desired naming choice in the **Presets** drop down menu. Alternatively, create a new naming format by dragging tokens and/or adding custom text to the Format text box.

4. Click the downward arrow on **Tokens** to access and select more options.
5. After choosing the desired token, drag and drop the token into the format line.
6. Click OK to accept the changes.
7. Verify that the sample below the Format text box is the desired format.



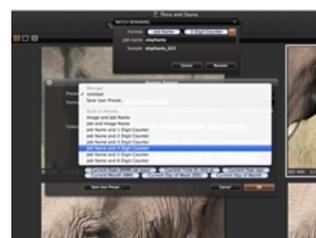
Rename multiple files (Batch Rename)

1. Select Multiple (thumbnail) images in the Browser.
2. Choose File>Batch Rename Images...
3. Click the button next to the Format text box to get the **Naming Format** dialog box.
4. Select the desired naming choice in the **Presets** drop down menu. Alternatively, create a new naming format by dragging tokens and/or adding custom text to the Format text box.
5. Click the downward arrow on **Tokens** to access and select more options.
6. Click OK to accept the changes.
7. Verify that the sample below the Format text box is the desired format.
8. Click Rename to start renaming all the selected images.



Control the counter in Batch Rename

1. Select the images that you want to rename.
2. Choose File>Batch Rename Images...
3. Open the **Preset** menu.
4. Select **Set Batch Rename Counter** to set the starting number.
5. Select **Set Batch Rename Counter Increment** to control the increment of the Counter.
6. Press the Rename button.



Name files when capturing

1. In the **Next Capture Naming** tool click the button next to the Format text box to get the token name dialog box.
2. Select the desired naming choice in the **Presets** dropdown menu. Alternatively, create a new naming format by dragging tokens and/or adding custom text to the Format text box.
3. Click the downward arrow on **Tokens** to access and select more options.
4. Click OK to accept the changes.
5. Verify that the sample below the Format text box is the desired format.



Create custom naming Presets

1. Create a custom format by dragging tokens and/or adding custom text to the Format text box in the Naming dialog box.
2. Select **Save Use Preset...** in the Presets drop down menu or at the bottom of the Naming Format dialog box.
3. Name the Custom Preset and click OK.



Learn more

Mac users: You can add the file extension in the Batch Renaming. This will change the file from a e.g. .TIF(RAW) from a Phase One digital back to a .IIQ.

To add the file extension, activate the **Include File Extension** in the Batch Rename preset drop-down menu. Go to the Advanced tab in **Process Recipe** to add a Sub Name.

Note: Naming options are not exactly the same in e.g. Capture tab and Output tab.



User Interface

User Interface Overview

The main Capture One User Interface elements are a Tool Tab bar, the Viewer and Image Browser.

Viewing Photos

Capture One provides a wide range of possible ways to view and inspect images. Users can customize the Image Viewer and the Image Browser to fit the needs of your particular workflow.

Toolbar

The interface is divided into a number of elements, all providing a set of tools. The Toolbar provides graphical shortcuts to some of the most useful functions of Capture One.

Tool Tabs

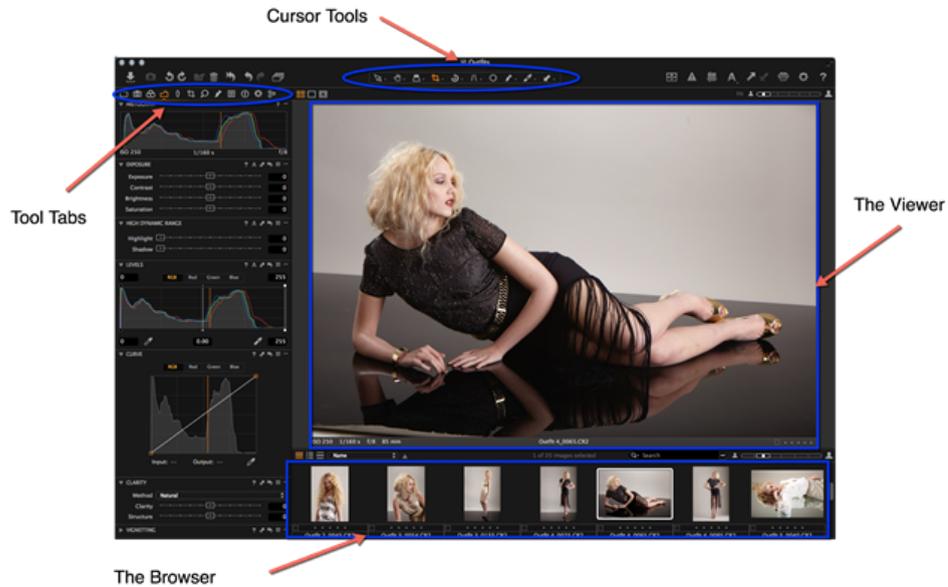
Each Tool Tab contains a number of utilities that include a set of tools to adjust image files.

User Interface Overview

The main Capture One User Interface elements are a Tool Tab bar, the Viewer and Image Browser.

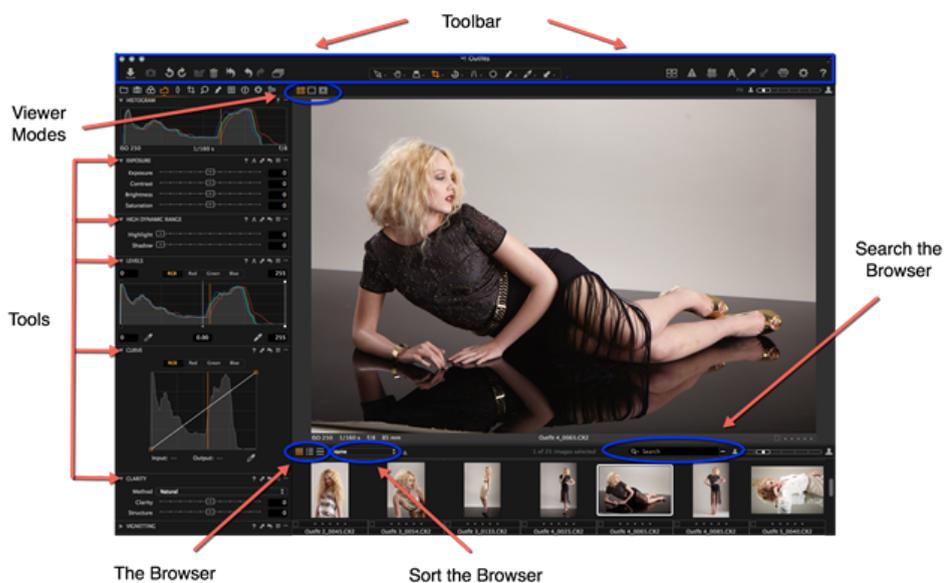
Basic Overview

- The **Viewer** displays a large preview of one image or a number of selected images.
- The **Image Browser** displays thumbnails of selected images from a folder, Album, Smart Album, Project, Group as well as a Catalog.
- The **Cursor tools** provide easy access to a number of closely related sub-features, referred to as Tools.
- The **Tool Tabs** give access to all of the core tools needed to edit images, such as color balance, exposure and sharpness.



Overview in Detail

- The **Toolbar** provides graphical shortcuts to some of the most useful functions of Capture One.
- **Tools:** Each **tool tab** has a number of related tools to help adjust an image file.
- **Viewer Modes:** Access the Multi view, Primary view and Toggle Proof Margin Viewer modes.
- **Browser Modes:** Access and select the Filmstrip, Grid View and List View browser thumbnail viewing options.
- **Search the Browser:** Insert text into the search field at the top of the Browser to filter
- **Sort the Browser:** Choose the order of thumbnails in the Browser from a number of criteria including: name, star rating, ISO etc.





Viewing Photos

Capture One provides a wide range of possible ways to view and inspect images. Users can customize the Image Viewer and the Image Browser to fit the needs of your particular workflow.

The Viewer

The Viewer displays a large preview of one image or a number of selected images.

The Browser

The Image Browser displays thumbnails of selected images from a folder, Album, Smart Album, Project, Group and a Catalog.

Loupe Tool

The Loupe tool can be used to complement the other focus functions. Use it to quickly check focus while simultaneously viewing the whole image.

Full Screen

The Full Screen feature displays the maximum view of a preview image. It is possible to work in Full Screen mode and have access to a selected set of tools.

Slideshow

The Slideshow feature allows you to present photos or videos with transitions in a full screen view.

Capture Pilot (™) Pro

Available as a free download from the Apple App store, Capture Pilot lets you present, rate and capture photos on an iPad, iPhone and iPod touch directly from Capture One Pro software. Remote capture and adjustment of exposure controls on certain Phase One, Mamiya, Leaf, Canon and Nikon models when tethered to a Mac or Windows computer running Capture One Pro is also possible with optional Capture Control, while wireless control and geotagging is offered with Phase One IQ2-series system cameras.

The Viewer

VIEWING IMAGES / VIEWING PHOTOS / THUMBNAILS / IMAGE BROWSER / VIEWING VIDEOS / LOUPE / FULL SCREEN / SLIDESHOW / CAPTURE PILOT

The Viewer displays a large preview of one image or a number of selected images.

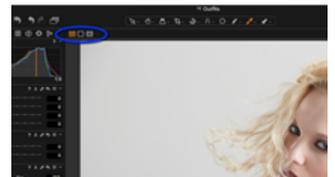
Introduction to the Viewer

The Viewer gives you the option to view a single image or multiple images at once. The Viewer is a fundamental element of the Capture One user interface. The Viewer window enables users to view image files and check the effect of any adjustments that have been made. It also is easy to make image comparisons. Up to 12 different images can be selected and seen in the Viewer at one time making it effortless to compare images side-by-side.



The Viewer Modes

The Viewer has three primary modes: **Multi view**, **Primary view** and **Toggle Proof Margin**. These modes are accessed by pressing the icons located in the top-left corner of the Viewer. (See icons circled in blue). The active icon will turn orange once it is selected.



Primary View

The **Primary view** mode enables a single image to be displayed in the Viewer. The displayed image is selected from the thumbnail selection in the Browser. The active thumbnail will have a thick white border around it.



Multi view

The **Multi view** mode enables you to see up to 12 images in the Viewer. The displayed images are selected from the thumbnails in the Browser.



Toggle Proof Margin

The **Toggle Proof Margin** enables users to switch between two different Viewer margin settings (which is the distance between the edge of your image file and the frame of the Viewer). These settings can be adjusted by going to Capture One>Preferences... Go to the Appearance menu where you can adjust Margin distance from 3px (default) up to 40px. The Proof Margin can also be adjusted using the slider from 0 to 100 pixels. (The default is 25px).

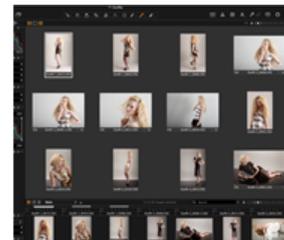


Select and view multiple images

Up to 12 images can be displayed in the Viewer. There are a number of ways to select multiple thumbnails as follows:

- Click on a single thumbnail, press shift (on your keyboard), then click on another thumbnail. All the thumbnails in between will also be selected
- Click on a single thumbnail, press Cmd (on your Mac keyboard), and click on another thumbnail. Only the selected thumbnails will be displayed in the Viewer
- Go to Edit>Select All to select all the thumbnails in the Browser. Alternatively, press cmd and A on your (Mac) keyboard

Tip: To deselect the active thumbnails simply click on a non-active thumbnail. Alternatively, go to Edit>Deselect All (Keyboard shortcut: shift Cmd A).



RGB, Lightness, Exposure and rating information

The Viewer has a number of features to aid photographers in postproduction. These include the RGB and Lightness, or CMYK, readout values that are displayed in the center of the Viewer toolbar. (See circled).

The bottom left corner of the Viewer displays camera data that includes the exposure settings (ISO, shutter and f-stop) as well as the focal length of the camera lens used to capture the image. The bottom right corner displays the color tag and star rating applied to the image. Click on the box or dot/star to alter the rating or tag. Find out more about star rating and color tags [here](#).



Quick tip: Zoom Viewer

Tip: If you have more than one image in the Viewer you can zoom all images simultaneously by holding down SHIFT and dragging the zoom slider (in the top right corner of the Viewer) or by scrolling the mouse wheel.



Viewing videos

Video files are displayed with a movie camera icon (center of the thumbnail) in the Browser. Once the thumbnail has been selected, it is possible to play the video in the Viewer. By moving your mouse cursor over the movie file (in the Viewer) a control panel will appear.

You can view videos in [full screen](#) or add movies to a [slideshow](#). Please note that it is only possible to play videos in this software as Capture One provides no video editing capabilities. If you don't want to see videos appearing in the Browser, select View>Global filters>Always Hide Movie Files.

The Browser

IMAGE BROWSER / THUMBNAILS / VARIANTS / LOUPE

The Image Browser displays thumbnails of selected images from a folder, Album, Smart Album, Project, Group and a Catalog.

Browsing thumbnails

When browsing images you have three different thumbnail view options: Filmstrip, Grid View and List View to suit your personal preference. Choose your preferred thumbnail view option from the Image Browser toolbar. (See thumbnail options circled in blue in the top left corner).

The Image Browser will show thumbnails as they are edited, and the entire view and mask if the image is cropped. Use the Image Browser to navigate an image collection and to select files. A number of actions can be performed in the Image Browser, which include [adding a star rating](#) and [color tag](#) and the use of the Loupe function to examine thumbnails in close-up detail.

Tip: It is easy to maximize the Image Browser by hiding [The Viewer](#). Simply go to View>Hide Viewer.

Filmstrip View



Filmstrip View leaves more space for the Image Viewer and supports a fast workflow for sessions with fewer images. Adjust the size of the thumbnails by dragging the browser window up or down. (This will make the size of the thumbnails adapt automatically to fit the selected browser size).

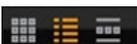


Grid View

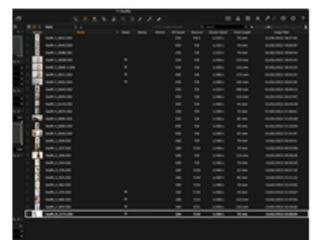


Grid View is ideal to browse numerous images quickly especially when using the arrow keys to scroll UP/DOWN or LEFT/RIGHT.

List View



The List View displays more file information (such as aperture and shutter speed settings) and provides a sequential view of the images in a folder or album.



Browser view modes

There are several Image Browser viewing options to help you get the best user experience as follows:

- Go to View>**Show Browser** to see the Image Browser at the same time as The Viewer. Once selected, this option will change to **Hide Browser**.
- Select View>**Browser Auto Mode** to hide the Browser from view until you move your cursor to the *bottom of the page where it will automatically pop up. When you move the cursor away the Browser will disappear from view. Once selected, this option will change to **Browser Manual Mode**.
- Select View>**Place Browser Right** to change to position of the browser thumbnails to the right side of the user interface. Once selected, this option will change to **Place Browser Below**.
- Go to View>**Browser Zoom** to select a different thumbnail size.
- Go to View>**Browser Labels** for three options. **Off** will hide the star rating and color tag. **Edit mode** enabling users to alter the star rating and color tag directly in the browser. **Status Mode** displays the star rating and color tag but disables any editing capability.
- Select View>Hide **Browser Toolbar** to remove the thumbnail view and thumbnail sorting options as well as the search facility and thumbnail zoom slider from the toolbar.

*Move your cursor to the right to reveal thumbnails if you have selected the **Place Browser Right** option.



Zoom slider: Thumbnail size

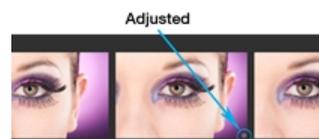
Adjust and set the thumbnail size by dragging the zoom slider (located in the top right corner of the Browser window) or by selecting View>Browser Zoom. Please note that the zoom slider is not present when using the Film Strip mode.

Learn more

- The Browser has an easy to use **search** function. Find out how to perform a text, color tag or star rating search [here](#).
- Discover how to use the [Loupe Tool](#) in the Image Browser.

Thumbnail icon: Adjusted

Adjusted: An icon will appear as soon as any image adjustments have been applied. All the adjustments are listed within the [Adjustments Clipboard](#).



Thumbnail icons: Offline and View Only

Offline: A question mark icon will appear when an image is offline. Image files that are located inside a catalog and files that are referenced in their current location can be browsed offline. Find out more about [Offline Browsing](#) [here](#).

View Only: An eye icon means the file has a View Only permission status. This means users have the right to view the image but are unable to make any modification to it.



Thumbnail icon: Processed

Processed: An orange cog icon will appear in a thumbnail while the file is being processed. The icon will turn white once processing is complete.

This icon also signifies that the file has a 'Variant Process History' that the user can access by selecting Adjustments>Process History.

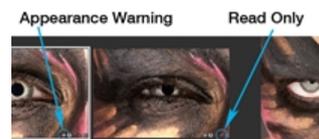


Thumbnail icons: Appearance Warning and Read Only

Appearance Warning: An exclamation mark signifies that there may be a problem with the appearance of an image. This can be caused when an image has settings from a future version of Capture One.

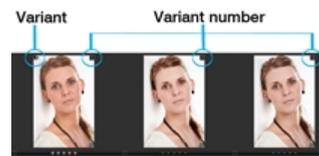
Read Only: A crossed over pencil will appear in the bottom right corner of an image if a file is unsupported or if you don't have the access rights to edit a file. You might see this read-only icon if you try to edit images files located on a camera or a CD.

Note: JPEG files will have a read-only icon if the Enable JPEG Editing option is unchecked.



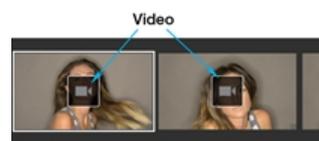
Thumbnail icon: Variants

Variants: Collapse or expand a Variant stack if you have a number of variants for a certain image. Click on the small icon in the top left corner of a thumbnail. Find out more [here](#).



Thumbnail icon: Video

Video: Video files are displayed with a movie camera icon in the center of the thumbnail. Once the thumbnail has been selected, it is possible to play the video in the Viewer. Find out more [here](#).





Loupe Tool

LOUPE / IMAGE BROWSER / VIEWING IMAGES / THUMBNAILS

The Loupe tool can be used to complement the other focus functions. Use it to quickly check focus while simultaneously viewing the whole image.

Introduction

The Loupe tool is used to check focus or inspect close-up details of an image. It can be used in the Viewer or Image Browser area of the session window. Click and hold down the left mouse button to activate the Loupe. Location mode, Size and zoom level of Loupe can be customized.



To use the Loupe

1. Open the **zoom cursor** group in the **toolbar**; click and hold the mouse button until a menu appears.
2. Choose the **Loupe** cursor tool.
3. Click and hold the mouse in the areas of an image where you wish to inspect details.
4. Drag the mouse to move the Loupe.
5. The Loupe can be used within **The Viewer** as well as the **Image Browser** on a thumbnail.



Change Loupe settings

1. Open the zoom cursor group in the **cursor toolbar**.
2. Release the mouse button to select a highlighted menu item.
3. Select **Use Centered Loupe** if you want to operate the loupe directly under the mouse cursor.
If this option is not select, the loupe will open next to the cursor so the selected area is visible in the **Viewer** as well as enlarged in the loupe.
4. This cursor tool option also enables users to select the **Loupe Size** to one of three settings and Loupe Zoom from 25% to 200% to help inspect image details.

Learn more

- Press 'p' at any time to select the **Loupe** cursor tool.
- Use the scroll wheel (on a mouse) while the Loupe is open to change the zoom level and size. Go to the Loupe menu option to reset the zoom to 100%.
- Hold the Alt+Space keys (Mac) while scrolling to change the size of the Loupe.



Full Screen

FULL SCREEN / SLIDESHOW / VIEWING PHOTOS

The Full Screen feature displays the maximum view of a preview image. It is possible to work in Full Screen mode and have access to a selected set of tools.

- [View images in full screen](#)
- [Learn more](#)

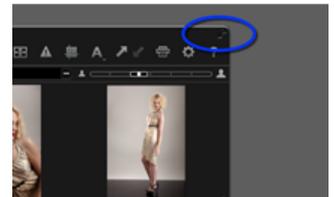
View images in full screen

1. Select View>Full Screen.
2. Move the cursor to the edges of the screen to reveal the [Browser](#), [toolbar](#), menu and editing [tools](#).
3. Exit full screen view by pressing Esc.



Learn more

- Click on the (double arrow) icon in the top right corner to instantly enter Full Screen mode. (See example circled in blue)
- Toggle between Full Screen and the normal viewer by pressing [Cmd+Shift+>](#) (Mac) or [Cmd+Shift+F11](#)(PC).



Slideshow

FULL SCREEN / LOUPE / SLIDESHOW / CAPTURE PILOT

The Slideshow feature allows you to present photos or videos with transitions in a full screen view.

You can customize a slideshow by specifying transition type and duration.

Create a slide show

1. Go to the [Browser](#) and select the initial file for the slide show.
If no file is selected the first file in the session will start the slide show.
2. Select View>Slide Show. (The slide show will automatically start).



Edit slide show settings

1. Move the (mouse) cursor when the slide show has started.
2. Click the settings icon. (See example circled in blue).
3. Choose one of 10 transition options from the drop down menu.
4. Alter the duration time using the slider from 1 to 60 seconds.
5. Settings changes are applied instantly.



Use the slide show controls

1. Move the mouse (curser) when the slide show has started.
2. Click on the arrow icons to see the next or previous image.
3. Press **Pause** to stop the slideshow.
The Pause function will also stop a movie file if it is the viewed slide.
4. Press Esc or the exit (cross) icon to terminate the slide show.

Rendering time

The performance and rendering time of displayed images depends on the specification of your computer and the size of an image file. The duration time between images may be longer than the specified time as the next slide will not appear until it is fully rendered.



Capture Pilot (™) Pro

CAPTURE PILOT / THUMBNAILS / VIEWING PHOTOS

Available as a free download from the Apple App store, Capture Pilot lets you present, rate and capture photos on an iPad, iPhone and iPod touch directly from Capture One Pro software.

Remote capture and adjustment of exposure controls on certain Phase One, Mamiya, Leaf, Canon and Nikon models when tethered to a Mac or Windows computer running Capture One Pro is also possible with optional Capture Control, while wireless control and geotagging is offered with Phase One IQ2-series system cameras.

Using Capture Pilot and Capture One Pro

The Capture Pilot tool is located (by default) at the bottom of the Capture Tool Tab. It works in conjunction with the Capture Pilot app on an iOS device. The Capture Pilot app lets you present, rate and capture image files on an iPad, iPod touch and iPhone.

The Capture Pilot tool also has a web function that lets you view, rate and color tag captured images from a web browser on a computer, Android (mobile device) or Windows Phone operating system.

Video tutorial: Capture Pilot

Learn about Capture Pilot in this video tutorial. (Click on the image to the right). You can use Capture One Pro with Capture Pilot to wirelessly and remotely view, zoom, rate, tag, and pan high resolution DSLR and medium format RAW, JPEG and TIFF images while you shoot.

Connect your iPad, iPhone or iPod touch to Capture One

1. Open Capture Pilot at the bottom of the [Capture](#) Tool Tab in Capture One Pro.
2. Add a Server Name and choose a Folder from the drop down menu that you want to appear on your iPad/iPhone/iPod touch.
3. Type in the password if applicable.
4. Now open the Capture Pilot app on your iPad/iPhone/iPod touch.
5. Select your named Server from the Server List.

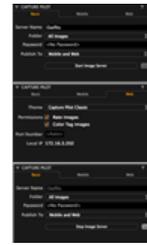
Capture Pilot can connect to multiple running Capture One Pro Servers if these are within WI-FI range. (E.g. you can view images on multiple computers by changing Server in the iPad/iPhone/iPod Server List).

Connect to a web browser

1. Open Capture Pilot at the bottom of the [Capture](#) Tool Tab in Capture



- One Pro.
- Select the **Basic** tab and press **Start Image Server***. Ensure Mobile and Web are selected in the **Publish To** drop down menu.
- Select the **Web** tab, choose a theme from the drop down menu.
- Deselect the Rate Images and Color Tag Images to disable this function.
- Select the **Basic** tab and click on the mail icon. (See circled) An email with a link can now be sent to a recipient.



N.B. The web browser feature is designed to work on a local network.

*There will be an alert the first time the web server is started that will require the user's system password.

Video tutorial: Setting up Capture Pilot

This video will demonstrate how you setup Capture Pilot by creating a computer to computer network with a MacBook and an iPad.



Wireless functionality

Use your iPad, iPhone and iPod touch to wirelessly view, zoom and pan high-res DSLR and medium format RAW, JPEG and TIFF images while you shoot. You can also add star and color ratings, adjust the exposure settings and trigger your camera's shutter.

Before you start: Download Capture Pilot from the Apple App Store. Capture Pilot requires local network Wi-Fi. Ensure your computer and iPad are connected to the same network.



Alternative Connection (Mac)

If you do not have a wireless network setup or you are on location it is possible to setup a connection without an access point by using Internet Sharing.

- Go to Systems Preferences > Sharing and highlight the Internet Sharing option.
- Highlight the **Internet Sharing** option (but don't check mark yet) and select the Ethernet option in Share your connection from the drop down menu.
- In the To computers using box check mark Airport.
- Click on the **AirPort Options** button (below the box) and check mark the Enable encryption and add a Password if desired.
- Remember to check mark the Internet Sharing option and press Start.
- Next click on the Settings (icon) on your iPad/iPhone/iPod touch and select **Wi-Fi**.
- Now choose the applicable Network and type in your password.

Browse images in a folder on iPad, iPhone or iPod touch

- Tap any thumbnail to view a full screen image.
- Zoom in and out of the image by pinching the screen and navigate around to inspect close-up detail up to 200%.
- Touch-scroll to the next image.



Browse images using the controls (iOS device)

- Click the forward arrow to inspect next image or backward to inspect previous image.
- When shooting tethered, press pause to highlight it in orange, to hold the current image on screen. Press the pause icon again (so that it looks white) to automatically see images appear on the screen as they are being captured.
- Images that are edited in Capture One Pro will automatically display any amendments in Capture Pilot. (E.g. An image that has been



converted to Black and White in Capture One Pro will also be displayed as Black and White on an iPad).

Browse images using the controls in a web browser

Capture Pilot Classic mode: Click on any thumbnail to view a full screen image. Select the forward arrow (see circled in the top screen shot) to inspect the next image or backward to inspect previous images.

Full-screen Mode: Click on the arrow (see circled in the bottom screen shot) to inspect the next image. To inspect previous images, move your (mouse) cursor to the other side of the image and a backward arrow will appear.



Add Color tag and Star ratings (iOS device)

1. Go to Capture One and select the **Capture** Tool Tab, go to the Capture Pilot tool and select the Mobile tab.
2. Check mark or deselect the Rate images and/or Color tag images option boxes to activate or disable this function.
3. Press the Star icon in the bottom toolbar of the Capture Pilot display on an iPad/iPod touch/iPhone. A window will appear on the screen where color and star ratings can be applied.



Add Color tag and Star ratings from a web browser

1. Go to Capture One and select the Capture Tool Tab, go to the Capture Pilot tool and select the Web tab.
2. Check mark or deselect the Rate images and/or Color tag images option boxes to activate this function.
3. Click on a thumbnail in the web browser so that it is displayed in full screen. A window will appear on the screen where color and star ratings can be applied.



Change the Exposure settings and shoot directly from Capture Pilot (iOS device) ^{Pro}

1. Press the Camera icon in the bottom left corner of Capture Pilot display on an iPad/iPod Touch/iPhone.
2. A floating window will appear on screen. Long press the aperture, shutter or ISO numbers to access a menu list of alternative settings. Exposure settings can also be altered by swiping the (virtual) dial, which is located next to the numeric settings.
3. Press the Shutter button to trigger the shutter and expose an image. Files are saved to a designated Capture One folder.



Web viewing modes: Fullscreen

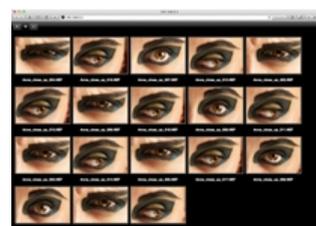
The web browser function offers two primary modes: **Full-screen** and **Capture Pilot Classic**.

Full-screen mode will display a single image in its entirety. Click on the image to display the color tag and star rating as well as a film strip of thumbnails at the bottom of the screen.



Web viewing mode: Capture Pilot classic

Capture Pilot Classic is, in essence, a contact sheet of thumbnail images. Newly captured images will appear as soon as they are shot when shooting tethered. Thumbnail size can be adjusted by pressing the S, M and L letters in the top left corner of the screen.



Learn more

- Click the **Back** icon in the top left corner (of an iOS device) to go to the previous view. (e.g. Thumbnail view or Server list).
- Press the Histogram Icon in the toolbar at the bottom of the

screen (on an iOS device) to view or remove a floating/movable Histogram.

- Thumbnail size can be adjusted in Capture Pilot (on an iOS device) by pressing the S, M and L letters in the bottom right corner of the screen on a connected iPad/iPhone/iPod Touch.

Note: The Capture Pilot Mobile Tab (in Capture One Pro) enables users to set a port number if you have a special WI-FI setup.



What is the Capture Pilot web function?

The web browser function offers an additional means of viewing and rating images for photographers or clients. This new function means anyone can access Capture Pilot as long as they have a web browser enabled device. This avoids the 'monitor huddle' of multiple people. It could also enable viewing of shooting sessions from remote locations, via the Internet.

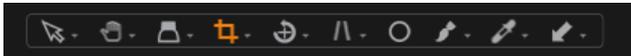


Toolbar

TOOLBAR / TOOL TABS / CUSTOMIZATION / PERSONAL TAB / WORKSPACES

The interface is divided into a number of elements, all providing a set of tools. The Toolbar provides graphical shortcuts to some of the Capture One.  Mail this page 3 of  Send to a friend

Cursor tools



The Cursor tools are part of the Toolbar and provide easy access to a number of closely related sub-features. They are located at the top/middle of the user interface. (See the example right). The Cursor tools can also be activated by keyboard shortcuts. Read more on this in the [Shortcuts section](#).



Tool Tabs



Tool Tabs are sets of related tools that include some of Capture One's most common and frequently used features. They are located at the top/left corner of the user interface. (See the example right). [Find out more on each Tool Tab here](#).



Each Tool Tab contains a number of tools. Each tool has its own set of controls to adjust a selected image file or multiple files. The Toolbar can be customized to display a set of controls to suit your needs. [See Customize the Toolbar](#).

Select a predefined workspace by selecting Window>Workspace.

Trash



Press the Trash icon to delete images. The deleted image file will be placed in that session's trash folder. Files will not be permanently deleted unless you select File>Delete Permanently from the Capture One menu.

To delete the files directly in the OS trash, press Cmd+Delete.

To delete the files permanently, press Shift+Cmd+Delete.



Tool Tabs

TOOLBAR / TOOL TABS / CUSTOMIZATION / PERSONAL TAB / WORKSPACES

Each Tool Tab contains a number of utilities that include a set of tools to adjust image files.

Introduction

The Tool Tab bar is located at the top/left corner of the user interface. (See the example right). Each Tool Tab contains a number of tools. Each tool has its own set of controls to adjust a selected image file or multiple files.



Library



The Library Tool Tab is a filtered file explorer that displays supported files. It allows access to images within Albums, Smart Albums and Favorites and to any image collections stored in folders on a computer or networked resource.

The Library Tool Tab is where all file navigation and organization takes place. Navigate via the hierarchical tree-view to a folder that contains the image files you wish to edit. Thumbnails of the images within your selected folder will be created and displayed in the [Image Browser](#). You can also watch videos supported by your particular OS. [Find out more here](#).

The Library tool also enables access to images within Catalogs, Folders, Session Folders, Session Albums and Session Favorites. Within a session, the Library tool features an Output Folder, a Selects Folder, a Capture Folder, a Trash Folder and enables users to browse between recently used sessions.

The Library tool will feature [fixed menus and albums](#) and a [Folders tool](#) when a catalog is used.

Capture One applies non-destructive editing because any image adjustments will not affect the actual raw file – only the Capture One settings file will change. Create a [catalog](#) or [session](#) to help organize your workflow.

Capture Pro



The [Capture Tool Tab](#) is the gateway to tethered shooting with a Phase One digital back or supported DSLR. This tool tab has a host of features to aid workflow. Adjust your [camera exposure settings](#) remotely, apply adjustments and multiple styles during capture. Use the Camera tool to alter ISO and White Balance settings and fire the shutter of a connected camera or activate its [Live View](#) functionality.

Use the [Capture Pilot tool/app](#) to connect Capture One Pro to an iPad, iPod Touch and iPhone. The Capture Pilot app lets you present, rate and capture image files on an iOS device.

The Capture Pilot tool also has a [web function](#) that lets you [view, rate and color tag](#) captured images from a web browser on a computer, Android (mobile device) or Windows Phone operating system.

It is also possible to [wirelessly control Profoto studio lighting](#) from this Tool Tab.

Color



The **Color** Tool Tab has a number of tools to help control the colors of an image file. It enables users to set White Balance conventionally or by using the Skin Tone tool.

The **Color Editor** enables adjustments to be applied to groups of colors, specific colors or on skin tones. Save a color setting (once it is achieved) and apply it to later work, even as an ICC profile or style directly in a tethered session.

The Color Tool Tab also features a **Black & White tool** allowing users to adjust individual tonal channels and save them as a Preset for future use.

Exposure



The **Exposure** Tool Tab provides controls to adjust exposure aspects of images. Basic controls (e.g. Exposure Compensation) affects the whole image, and more advanced controls (e.g. **High Dynamic Range**) enables users to fine-tune adjustments.

Levels and **Curves** can adjust overall lightness values as well as the individual Red, Green and Blue color channels. The Clarity tool can help reduce haze or (a negative value) can create a softening effect that is particularly affective when applied to a portrait image to smooth out skin tones.

Lens



The **Lens Correction** Tool Tab is designed to address a number of unwanted issues that are commonly associated with lens distortion. Capture One incorporates a number of preset profiles that are available for medium format and DSLR lenses that will greatly improve image results when used appropriately. Adjustments can also be applied manually to correct individual elements, e.g. Distortion.

Composition



The **Composition** Tool Tab enables users to control the layout of a photo. **Crop, rotate, flip, apply keystone corrections** and utilize the **Overlay tool** when capturing an image for a specific layout or design. **Aspect ratios** can be applied to images to meet output format needs.

Details



Image sharpness and noise reduction are controlled from the **Details** Tool Tab. This Tool Tab includes an Advanced Noise Reduction, **Moiré** and **dust/spot** removal tools.

The Details Tool Tab includes a navigation and **focus tool** that allow users to quickly inspect close-up detail anywhere on the image at any zoom level. The Focus window can be used to keep track of the sharpness at a 100% view.

Local Adjustments ^{Pro}



The Local Adjustments Tool Tab enables users to create layers and work on targeted areas of an image (e.g. specific areas that are overexposed). You can alter the brush settings (size and hardness) and apply a graduation mask.

Note: Capture One Pro can detect the pressure applied from a pen and graphics tablet from manufacturers such as Wacom.

Adjustments



The Adjustments Tool Tab provides a clipboard with image adjustments that can be copied from one image and applied to other image(s). The default copy function contains only the parameters where actual adjustments are made to the settings of a source image.

It is possible to deselect specific adjustments as well as to **save a set of adjustments as a Style** for later use.

Metadata



The **Metadata** Tool Tab allows users to insert keywords and specific information in addition to the basic metadata from a camera. It is also possible to create your own Metadata Presets (a collection of values).

Metadata can be very useful when organizing photos or used to simply brand photos with some indications of the image type or photo creator. It is possible to set up metadata stamps (e.g. copyright, client profiles) and apply these to multiple photos.

Output ^{Pro}



The **Output** Tool Tab features a number of parameters to help define how images are processed.

The **Process Recipe** tool includes parameters such as **file formats**, quality, color space, and resolution. The size of a processed file can also be configured. Users can also decide what specific metadata will be included in the processed image file and systematically rename output files as desired. Users can also **add watermarks** and save process recipes as well as process to multiple formats at the same time.

Batch ^{Pro}



The Batch queue will automatically start when the **Process** button is pressed. Control the queue for processing and check which images have been processed previously in the Batch Tool Tab. Press backspace to delete images from the queue or drag-and-drop the listed image files into a preferred arrangement to change the process order. It is also possible to **reprocess files** from the history tab.

Quick



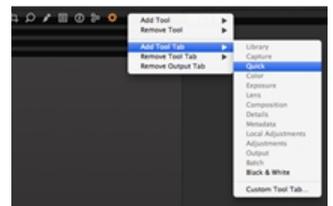
The Quick Tool Tab features a selection of key tools to help achieve a faster workflow.

Base characteristics provide different ICC camera profiles and film curves. An ICC profile is automatically applied according to the make and model of the selected RAW file.

The Quick tool enables users to Set White Balance conventionally or by using the Skin Tone tool. It is also possible to control Exposure and High Dynamic Range and process directly from this Tool Tab.

The Quick Tool Tab is not a default Tool Tab. To enable this Tool Tab...

1. Right click on the Tool Tab bar and select Add Tool Tab>Quick. (Alternatively, go to View>Add Tool Tab>Quick).
2. The Quick icon will appear along side the other Tool Tabs. Click on the icon and drag it to an alternative position if desired.



Black and White ^{Pro}



Capture One Pro features a powerful Black and White Tool Tab that include a number of useful tools to help perform monotone conversions.

The Black and White Tool Tab is not a default Tool Tab. To enable this Tool Tab...

1. Right click on the Tool Tab bar and select Add Tool Tab>Black&White. (Alternatively, go to View>Add Tool Tab>Black&White).
2. The Black&White icon will appear along side the other Tool Tabs. Click on the icon and drag it to an alternative position if desired.

Find out more [here](#).

Add a Custom Tool Tab ^{Pro}



1. Right click on the tool tab and select Add new Tool Tab>Custom Tool Tab from the drop down menu. (Alternatively, go to View>Add Tool Tab>Custom Tool Tab).
2. A dialog box will appear. Name the Tab, choose an icon and press Add Tab. The icon will appear in the Tool Tab bar.
3. Right click on the icon and select Add Tool from the drop down menu and select a desired tool. Repeat this procedure to add more tools.
4. To rearrange the Tool Tab bar, press Cmd/Alt (Mac/PC) and drag icons in the tab menu to the preferred position.
5. Right click on the Tool Tab bar and select Remove Tool Tab to remove any unwanted tool tabs from view.



Tethered Shooting and Lighting Control

Capture One enables users to speed up the creative process by capturing images directly to a computer where they appear almost instantly in the application. It is also possible to control studio lighting direct from the software.

Tethered Shooting ^{Pro}

Shoot directly into Capture One; the world's most advanced tethered capture solution.

Live View ^{Pro}

Speed up your workflow with Live View for supported medium format and DSLR cameras.

Light Control ^{Pro}

Wirelessly control Profoto lighting from Capture One Pro (version 6 and later).

Tethered Shooting ^{Pro}

TETHERED SHOOTING / WHITE BALANCE / LIBRARY / LENS CORRECTION

Shoot directly into Capture One; the world's most advanced tethered capture solution.

Employ the world's most advanced tethered capture solution to shoot directly into the application and operate your camera remotely. Speed up image composition, lighting and focusing with Live View for supported medium format and DSLR camera systems. Let your clients follow the shoot remotely and give feedback with Capture Pilot for iPad and the web.

Simply connect your digital back or supported Canon and Nikon DSLRs to a computer to view and examine your images almost instantly on-screen, in close-up detail.

Introduction

The Capture tool tab is the gateway to tethered shooting with a Phase One digital back or supported DSLR. Connect a camera to your computer via a FireWire or a USB cable.

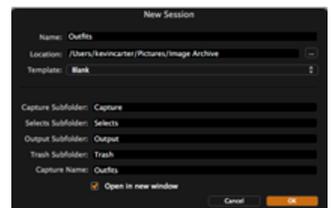
This tool tab has a host of features to aid workflow. Adjust your camera exposure settings remotely, apply adjustments and multiple styles during capture. Use the Camera tool to alter ISO and White Balance settings and fire the shutter of a connected camera or activate its Live View functionality.

Use the Capture Pilot tool/app to connect Capture One Pro to an iPad, iPod Touch and iPhone. The Capture Pilot app lets you present, rate and capture image files on an iOS device.

The Capture Pilot tool also has a web function that lets you view, rate and color tag captured images from a web browser on a computer, Android (mobile device) or Windows Phone operating system.

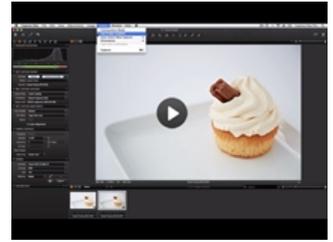
Start a Tethered session

1. Choose File>New Session...
2. Check the Location of the Session, choose a Template if you have one set-up (otherwise leave as Blank) and check the naming of the individual Session folders.
3. Connect a [supported camera](#).



Video tutorial: Tethered Shooting

Watch this video guide to tethered shooting. (Click on the image to the right). Use Capture One Pro as an integrated part of your capture process by shooting tethered, directly into the application. Instantly import and view images as you shoot and adjust your camera exposure settings remotely or apply adjustments and multiple styles during capture.



Shoot Tethered from a Phase One, Mamiya or LEAF digital back

1. Start a Session.
2. Connect a Phase One digital back via a **FireWire** or **USB 3.0** cable, as required.
3. Capture One will immediately recognize the back.
4. Set the desired ISO and File format. Adjust ISO using the +/- icons or the drop-down menu, depending on the camera model.
5. Press the **Capture** button.
6. Set the White Balance.
7. Check **Next Capture Adjustments** settings. The Copy from Last choice will copy the settings from the previous capture and will ensure that resulting images attain a similar look within the Session.

Reconnect camera

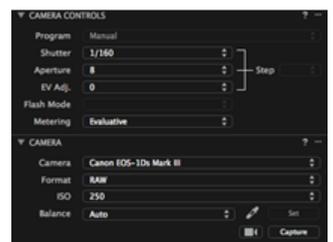
If a DSLR or digital back has been disconnected, do not reconnect it until the Camera tool status changes to **No Camera Attached**.



Adjust the camera exposure settings

Once a camera is connected it is possible to make a number of adjustments to the camera settings.

1. Select the desired **Program** exposure mode from the drop down menu.
2. In this example Manual was chosen, which means it is possible to adjust the **Shutter**, **Aperture** and **EV Adj.** (Exposure Value Adjustment) settings. Use the +/- minus buttons to make adjustments. A drop-down menu is offered as an option for EV Adj, but compatibility is dependant on the camera model.
3. Go to the Camera tab to alter the file **Format**, **ISO** and White **Balance** settings. ISO can be adjusted using either the drop-down menu or the +/- buttons, depending on the model. Also Nikon users can alter the **Image Area** to either DX or FX format.
4. Capture One offers additional functionality including the ability to change the **Flash Mode** where an attached Speedlight can be set to Front curtain, Rear curtain or to Red eye reduction.



Set White Balance in tethered photography

1. Take the first shot of your tethered session.
2. Press the White Balance icon in the Camera Tool.
3. Use the **White Balance** picker to set White Balance from a neutral area of an image file.
4. Press the Set button when the desired White Balance setting is achieved.



Shoot test shots

1. Choose Camera>Composition Mode or press the Composition mode icon*.
2. The Composition mode is activated as soon as the X Icon is displayed in the Viewer.
3. Remove the Composition mode to keep test shot files.

Note: Each new capture taken in Composition mode overwrites the previous one. This mode makes it possible to shoot multiple test shots without filling up hard drive space.





*The Composition mode icon can be added to the toolbar. Go to View>Customise Toolbar...

Set Orientation of a capture

1. Choose Camera>Orientation.
2. Set the desired rotation.

Note: Phase One IQ, P and P+ series Backs have an integrated image orientation sensor. H-backs made for 645-format also have this sensor. Select Camera>Orientation>Auto to rotate the capture automatically.

Early Phase One digital back models do not integrate sensor orientation. In some cases, owners of other Phase One Backs are shooting at angles that are not supported by the orientation sensor. This mostly occurs when the camera is faced downwards and rotated at the same time. Choose an angle from the Camera>Orientation list to suit your needs.

It is important to emphasize that Orientation will not only rotate, but it will also overwrite the orientation information in an image. Hence the orientation will be kept in the image file when it is moved to another Capture One user.

Activating the Image Area/SensorFlex function for Nikon/Leaf

The Image Area and SensorFlex options feature a number of cropping choices for Leaf Aptus II-12 and II-10 digital backs and Nikon DSLRs. Please note that any selection will crop the sensor and information recorded outside the crop cannot be recovered.

1. Go to the Camera tool.
2. Select an option from the Image Area drop down menu.

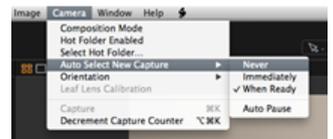
Use an overlay when shooting tethered

1. Start a tethered session. (Choose File>New Session...).
2. Set up the camera for tethered photography.
3. Go to **Crop** tool tab.
4. Insert a draft file into the Overlay window by pressing the browse icon to select a relevant file or simply drag and drop a file into the specified area.
5. Press the **Composition** mode icon to shoot a test shot.
6. Adjust the draft file and/or the test shot to match each other accordingly.

Note: The overlay file should be a PSD, RAW, TIFF, JPEG or PDF. PC users can use a JPEG, TIFF, BMP, PNG or a GIF. Find out more about the [Overlay tool here](#).

Adjust which images are shown during tethered photography

1. Choose Camera>Auto Select New Capture.
2. Select the update rate of new captures from the following:
 - **Never** will show the chosen primary variant.
 - **Immediately** will show a new capture as soon as possible (before all sharpening calculations are done).
 - **When Ready** will show new captures as soon as all auto-adjustments are done.
 - **Auto Pause** Will allow the viewing of a selected primary variant while the tethered session continues.



Apply auto adjustments when importing images from a memory card or when shooting tethered

1. Go to the Capture tool tab and check mark **Auto Alignment** option in the Next Capture Adjustments tool when shooting tethered. (The Auto Alignment option will correct rotation and keystone only).
2. When importing images from a memory card, check mark the **Auto Adjust** option that can be found in the Adjustments tool in the Import Images window.



Shoot from Capture Pilot

1. Press the Camera icon in the bottom left corner of Capture Pilot display on an iPad/iPod Touch/iPhone.
2. A floating window will appear on screen. Long press the aperture, shutter or ISO numbers to access a menu list of alternative settings. Exposure settings can also be altered by swiping the (virtual) dial, which is located next to the numeric settings.
3. Press the Shutter button to trigger the shutter and expose an image. Files are saved to a designated Capture One folder.



Discover more about [Capture Pilot](#).

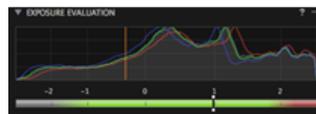
Video tutorial: Setting up Capture Pilot

Let Adrian Weinbrecht explain how to connect Capture One and Capture Pilot.



Exposure Evaluation

Exposure Evaluation (in the Capture Tool Tab) displays a histogram of the latest captured raw file. Subsequent adjustments made to the raw file will be reflected in any [histograms](#) that are located in the tool tabs. However, the Exposure Evaluation Histogram will stay as originally captured, as it refers to the raw file.



The Exposure meter is located directly below the Exposure Evaluation Histogram. This meter provides an indication of under/overexposure that is based on center weighted measuring and calculated in aperture values.

The Exposure meter is designed to be easily seen at long viewing distances to make estimating the exposure value easier when shooting tethered in a studio or on location.

Change the ICC profile

Change the ICC profile at any given time. It is important to note that some supported camera models have more than one ICC profile that is designed to optimize images in the wide variety of shooting scenarios that professional photographers may experience. You are likely to obtain substandard captures if you select an ICC profile for a camera other than the one being used. Color interpretation can vary widely depending on the camera make and model.



1. Go to the Color Tool tab and open Base Characteristics.
2. Select an option from the ICC Profile drop down menu.

Tethered camera support

The scope of tethered support will vary depending on the back/camera connected. Live View may not be supported for all cameras. For the latest information on compatibility, please refer to www.phaseone.com/supported-cameras.



Trouble shooting: Digital backs

Advice for digital back users:

- Ensure that your system can supply at least 10W power via FireWire to a **Phase One** digital back. (This is more than most laptops can supply). Alternatively, activate the Force Battery setting on the back. Use the 4.5m Phase One FireWire cable.
- Ensure that your system can supply at least 12W power via FireWire to a **Leaf** or **Mamiya DM** digital back. (This is more than most laptops can supply). Use a Leaf or Mamiya FireWire cable.
- Do not open the shutter on the camera prior to opening the Live View window. Doing so will generate errors on the digital back after closing the Live View window. The recommended procedure for using Live View is to first open the Live View window, then open the shutter on the camera, use Live View as desired, when done, close the shutter on the camera, and close the Live View window.
- For Leaf Backs and Mamiya DM systems, the camera body must be selected in preferences before connecting the back.
- For Leaf Backs and Mamiya DM systems, in the case of a



communication error during firmware upload, please wait 10 minutes before disconnecting the FireWire cable.

- Leaf Aptus II 8 only works with black and white live view.

Live View^{Pro}

Speed up your workflow with Live View for supported medium format and DSLR cameras.

Shoot using a Live Preview

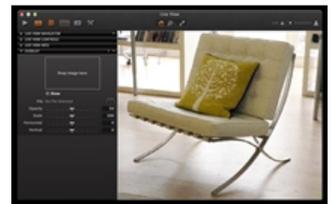
1. Open Capture One Pro and start a Tethered session. (Choose File>New Session...)
2. Connect a compatible camera via FireWire or USB. (Capture One will automatically recognize the camera or digital back).
3. Activate Live Preview by pressing the camera icon in the Camera tool or choose Window>Live View. (A Live View window will open).
4. Set the Aperture. Set the Shutter time to BULB or TIME function with a medium format/digital back. (The Live View will start as soon as the shutter is opened).
5. Press RGB icon to switch between a RGB or a Black and White view.
6. Adjust Lightness and Quality as desired to set sharpness.
7. Set White Balance using the White Balance picker (WB is only for Live View).
8. Start the Overlay tool (using an additional file) to, for example, shoot a comparison image or to help composition in accordance to a specific layout.
9. Adjust the composition.
10. Close the Live View window and set the correct shutter speed to expose an image.

N.B. Live View is created to work in a studio environment and is fully integrated into Capture One software. The preview can be overexposed beyond the parameters of the adjustment sliders if Live View is used outdoors or if a camera is pointing directly towards a light source.



Use an Overlay with Live View

1. Start a tethered session. (Choose File>New Session...).
2. Set up the camera for tethered photography.
3. Start **Live View**.
4. Insert a draft file into the **Overlay** window by pressing the browse icon to select a relevant file or simply drag and drop a file into the specified area.
5. Adjust the subject according to the layout or composition of the chosen draft file.
Alternatively, adjust the position of the draft file to your subject.



Fine tune focus using the Focus Meter

1. Start by focusing approximately on the subject using the focus ring of the lens.
2. Activate the **Focus Meter** tool by clicking on the Focus Meter icon in the Tool bar.
3. Click on the subject in the Live View window to set a focus area. To check focus simultaneously at different points within the frame, up to three focus areas can be set. Attempting to set a fourth will prompt a message to close or move one of the existing focus areas.
4. Adjust the position of the focus area on the subject by either, by clicking inside the focus area and dragging, or by clicking and dragging focus area's top-bar.
5. Focus areas may be resized to fit the subject precisely (for improved accuracy) by grabbing the frame at the side, bottom or corner. (To delete a focus area, click on the X icon in the top right corner.)
6. Each focus area has an individual focus meter, which appears in the left tool bar. Like other tools, this can be removed from the tool bar, repositioned and resized for convenience.
7. Slowly turn the focus ring while observing the meter carefully. The main (white colored) meter peaks at, or occasionally close to, optimal focus, leaving an orange-colored marker at the high point. A secondary orange-colored fine-focus meter is used to verify the measurement (located in the main meter's

frame).

- Continue to adjust the focusing ring with care, until the secondary fine-focus meter reaches its maximum point. When optimal focus is achieved, the outer orange fine focus meter encloses the main white bar, which then changes color to orange. Note, under certain (i.e. low-contrast) conditions, the main bar will not change color, however, best-possible focus is achieved when both bars no longer continue to rise.
- If both bars fall, the point of maximum focus has passed. Go back to point 8 and repeat.

Note: To reset the marker at the high point, simply zoom in or out, resize or move the focus area. The main meter may also peak when the lens is markedly out of focus. Please focus approximately on the subject before activating the Focus Meter tool. A high-quality USB 3.0 cable is essential for reliable operation.

Live View interface: Part 1

(See Play, Turn Overlay On, Alignment Function, RGB Preferences, and Customize icons circled from left to right).

Play: Start Live View if paused.

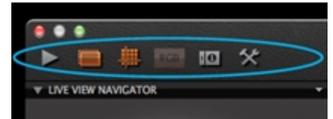
Turn Overlay On: Turns Overlay on or off independently of the check mark in the overlay function.

Alignment Function: This function turns the Alignment tool on/off.

RGB: Choose a preview in Color or Black and White. A Black and White image may appear grainier compared to a color image.

Preferences: Shortcut to preferences. The Capture tab is where Live View pause settings can be adjusted.

Customize: Press this icon to customize the Live View user interface.



Live View interface: Part 2

Refresh: Refresh the navigation window according to the Live View.

Lightness: Adjust the lightness slider if the Live View image seems too dark or too bright.

Focus: Use the arrow buttons to adjust focus. (An active button will turn orange). Note, this feature is only compatible with certain Nikon and Canon DSLRs.

Quality: Adjusts the Live View quality. Higher Quality levels will produce a slower rate to update the image.

DOF/EPV: Use this to stop down the lens to the taking aperture on supported Canon EOS cameras only. With certain Nikon DSLR bodies, use the EPV option instead (Capture One automatically switches between the two). The EPV feature typically disables auto-gain and simulates the expected exposure result with the current settings.

Frame Rate: Shows the actual Frame Rate of the Live View window.

Overlay: Overlay can help guide image composition. See [Overlay](#).

Focus Meter: A visual aid to achieve optimal focus when manually adjusting the focus ring of a lens. See [Focus Meter](#).

Camera Control: Previously available under the [Capture tool tab](#), this tool is now offered in the left-hand Live View tool bar. Use this for direct capture and to set orientation directly from the menu (without resorting to the main application window).

Note: More tools can be accessed directly from the Live View interface that were previously only available from the Capture tool tab. The following tools are available:

Camera

Next Capture Adjustments

Next Capture Location

Next Capture Naming

Exposure Evaluation

Click on the left-hand Live View tool bar to reveal the menu and select the relevant tools from the drop-down list under Add Tool.

Live View interface: Part 3

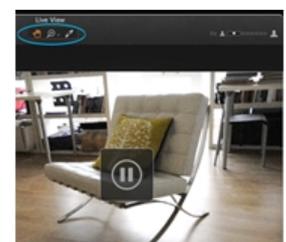
(See Hand Cursor Tool, Zoom Cursor Tool and White Balance Cursor Tool icons circled from left to right).

Hand Cursor Tool: This tool functions as a standard hand cursor tool. Zoom to 100% by double clicking and move the crop if desired.

Zoom Cursor Tool: This tool functions as a standard zoom cursor tool. Zoom in by clicking on a specific part of an image. Press alt and click on an image to zoom out.

White Balance Cursor Tool: When White Balance appears incorrect, it is possible to set a new White Balance with this tool by clicking on a gray area in the Live View window. This new White Balance setting only applies to the Live View window

Focus Meter Tool: Initiate the Focus Meter tool using this icon. Note,



the tool is not shown in the Toolbar by default.

Pause Live Preview: Adjust focus while viewing the focus window.
When the focus has been suitably adjusted, press the pause button.

Live View: Digital back support

The following Phase One digital backs support Live View out-of-the-box: P 20+, P 21+, P 25+, P 30+, P 45+, P 40+, P 65+, IQ140, IQ160, IQ180, IQ250, IQ260 and IQ280. The Live View functionality can be purchased for the following Digital Backs as a hardware upgrade: P 21, P 30 and P 45. Live View may provide limited options for LEAF or MAMIYA Digital Backs.



Live View: Camera support

Camera body support

The following camera bodies support Live View functionality: Phase One 645DF/DF+, Phase One 645 AF, Hasselblad H series, Hasselblad V series, Mamiya 645AFD and 645AFD II, Mamiya RZ67 Pro II and Pro IID and Contax 645. Focus adjustment in the Live View Controls Tool is not supported by the Phase One DF/DF+ models.



Technical cameras (4x5): Arca Swiss, Cambo 4x5, Rollei Xact, Linhof M679/4x5, Toyo, Sinar, Plaubel and Horseman

Wide angle: Horseman SWD, Cambo Wide DS and a range of adapters with 35 mm support

DSLR: Live View is compatible with a range of Nikon and Canon cameras.

Shutter Settings

Technical and wide angle cameras: Use the camera on Full Open or in Stopped Down mode (with the shutter set on the preferred f-stop).

Medium format cameras: Open shutter and keep it in B or T mode depending on choice of camera system.

- Hasselblad H: T-mode
- Hasselblad V: B-mode
- Phase One/Mamiya 645: B-mode
- Mamiya RZ67 Pro II and Pro IID: T-mode
- Contax 645: B-mode

Light Control^{Pro}

Wirelessly control Profoto lighting from Capture One Pro (version 6 and later).

Getting started

This plugin requires Capture One Pro (version 6 and later) for Mac, a Profoto Air USB transceiver and compatible Profoto lighting products. Please go to the [Profoto website](#) to download the plugin and for information about installation.

Video tutorial: Profoto Studio plugin

The Profoto Studio plugin enables users to control Profoto lighting wirelessly from within the Capture One Pro software. Find out more in this video with Adrian Weinbrecht.



Add Profoto Studio to a Tool Tab

Choose the location of the Profoto Studio plugin within Capture One.

1. Ensure that the desired Tool Tab has been selected.
2. Go to View> Add Tools To [tool name] Tab and select the **Profoto Studio**.



Select a Radio Channel

Ensure that the Profoto Air USB transceiver is connected to an Apple Mac computer. Select a radio frequency channels from the drop down menu that is the same as the compatible Profoto lighting equipment.

Next, select **Update** to search for available lighting on the chosen channel. This process may take around 10 seconds.



Profoto Studio interface

The Profoto Studio tool is ready to use when available lighting on the selected channel is listed. If no equipment can be detected, the list will remain empty. Flash generators that are turned off will display the following indication -- and flash generators that are turned on will be indicated with their respective energy settings, e.g. 8.5.

Other noteworthy functions include:

- The default **Group** setting is Master
- The **Test** button fires a test flash
- The **power** can be adjusted in full f-stop of 1/10th f-stop increments via the arrow buttons
- The **ON/OFF** and **Modelling light** buttons are located to the left of the power buttons





Editing Photos

Working with Colors

Capture One provides a number of tools to adjust colors. The tools are designed to support your workflow when handling specific issues like saturation, white balance or skin tone.

Exposure

Use the Capture One Exposure Tool Tab to adjust exposure, contrast, brightness, saturation, levels and clarity.

Lens Correction Tool

Use the Lens Correction Tool Tab to address a number of unwanted issues commonly associated with lens distortion. (Compatible with RAW files only).

Composition

The tools in the Composition Tool Tab enable users to control the layout of a photo. Crop, rotate, apply keystone corrections and utilize the Overlay tool when capturing an image for a specific layout or design.

Details

The Details Tool Tab includes tools for sharpening, noise reduction, adding Film Grain, Moiré and spot removal.

Local Adjustment ^{Pro}

The Local Adjustments Tool Tab allows you to create layers and work on targeted areas of an image.

Styles and Presets

Find out how to create and apply Styles and Presets.

Global Auto Adjustments

Global Auto adjustments can correct six parameters including the White Balance, High Dynamic Range, Levels and Rotation.



Working with Colors

Capture One provides a number of tools to adjust colors. The tools are designed to support your workflow when handling specific issues like saturation, white balance or skin tone.

Base characteristics

Use the Capture One Base Characteristics tool to define the camera's default reproduction of both color and tonal range.

White Balance

Use the Capture One White Balance tool to establish perfect natural colors and neutral grays.

Color Balance ^{Pro}

The Color Balance tool gives you the opportunity to fine-tune image tones.

Color Editor

The Color Editor enables users to select and adjust a narrow color spectrum without affecting other colors in an image.

Black & White Tool

The Black & White tool enables users to convert images into razor sharp monotone photos.

Multiple RGB-readouts ^{Pro}

Capture One provides an option to have multiple RGB-readouts displayed in various areas of a photo.

Processing Engine

The latest version of Capture One uses an improved Processing Engine as its default setting. Image files that were edited and processed in the older version 7 software may have a different appearance when output using the new version 8 Processing Engine. Switch to the older version if you need to reprocess image files to get the same output result.

Learn More

Links to information regarding the Base Characteristics tool

Base characteristics

Use the Capture One Base Characteristics tool to define the camera's default reproduction of both color and tonal range.

Introduction-to-base-characteristics

Capture One automatically selects the recommended default ICC color profile and appropriate Tone Curve setting for all image files from recognized camera models. These settings define the overall look for the camera or digital back. Note the Auto Curve option is set by default. It does not apply an Auto Curves adjustment. Instead, this feature automatically selects the appropriate film curve characteristics based on the selected ICC color profile, usually the Film Standard where offered.

The Film Standard curve has been designed to give a similar look to transparency film, with deep blacks and bright mid-tones and highlights. Film Extra Shadow offers similar tone characteristics, with less contrast in the shadows. Film Contrast has higher contrast than Film Standard, with deeper shadows and brighter highlights. The Linear option has reduced contrast overall and is intended to offer maximum control of tone mapping using the Curves Tool.

Certain camera models also have additional ICC color profiles for different light sources, as well as extra Tone Curve options including Film Standard V2, Portrait and Linear Scientific.

It is possible to reassign these settings and to save the result as a user-defined default setting. Once selected, the new default profile and tone curve setting will be automatically applied to every subsequent file from that specific camera model. This procedure is recommended for advanced users only.

Change-default-settings

1. Go to the [Color Tool Tab](#).
2. In the Base Characteristics tool, change the **ICC profile** to a different recommended profile or to a favored camera profile from a different make and model.
3. Go to the **Curve** drop down menu and select a different preferred option.
4. To save this as a user-defined setting, click on the action menu icon and select the **Save as Default** for the relevant camera model option at the top of the Base Characteristics tool.
5. This default setting will now be applied to every subsequent file from this specific camera make and model.

Upgrade-processing-engine

Images processed in an earlier version of Capture One Pro may be upgraded to take advantage of the latest image quality advances.

1. Go to the [Color Tool Tab](#).
2. Select the image(s) to be upgraded from the browser. If multiple images are chosen, make sure the **Edit Selected Variants** option in the tool bar is selected.
3. In the Base Characteristics tool, click on the **Upgrade** button.
4. After making the selection, the Upgrade button will no longer be displayed.

Note: Previous adjustments will be permanently upgraded and you will not be able to retrieve those settings later. However, you can switch between processing engines, if you wish to reprocess those image files again to get the same result. Please see [Preferences](#) for more details.

White Balance

WHITE BALANCE / COLOR BALANCE / BLACK AND WHITE / SKIN TONE

Use the Capture One White Balance tool to establish perfect natural colors and neutral grays.

Introduction to White Balance

The White Balance tool is located within the [Color Tool Tab](#). The tool features two tabs. The Grey tab enables users to adjust the Mode, Kelvin value and Tint. The Skin Tone tab offers an array of options to help attain precise results when shooting portraiture.



Mode, Kelvin and Tint

The **Mode** drop down menu provides a list of different White Balance presets. (E.g. Daylight, Tungsten, and Fluorescent). The menu has a Camera Custom as well as an As Shot choice, which refers to the White Balance used by a camera when the image is shot. Advanced users may prefer to create their own White Balance settings or choose alternative options.



The **Kelvin** slider changes the color temperature of an image within the range 800 to 14000 degrees Kelvin. Move the slider to the right to achieve a warmer (yellow) hue and to the left for a cooler (blue) appearance.

Adjust the **Tint** slider to fine-tune the green/magenta balance. The scale on the slider represents the actual Kelvin value, which is subject to slight variations from camera to camera.

Set a custom white balance

1. Go to the [Color Tool Tab](#).
2. In **White Balance** tool choose the Grey tab.
3. Use the picker (see circled) to set the White Balance.
4. Set White Balance from a grey card or a color neutral area.
5. [Copy and apply](#) this setting to other images.

Find out more about [setting the white balance when shooting tethered](#).



Set skin tone white balance

1. Go to the [Color Tool Tab](#).
2. Choose the **Skin Tone** tab in the **White Balance** tool.
3. Choose the appropriate option in the **Skin tone** in the drop down menu.
4. Alternatively, use the Skin tone picker to define the skin tone color.
5. [Copy and apply](#) this setting to other images.



Set user defined skin tone

1. Go to the [Color Tool Tab](#).

2. Ensure that **White Balance** and **Color Balance** are set accurately.
3. Choose the **Skin Tone** tab in the White Balance tool.
4. Check mark the **Pick to create new** option.
5. Use the Skin tone picker to define the new skin tone color.
6. Name the newly defined Skin Tone.
7. The new skin tone will be stored in the Skin Tones application folder and can be copied to other workstations from this location.
8. The user defined Skin Tone can now be selected or deleted from the Skin tone drop down menu.



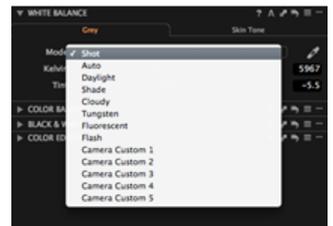
Set white balance automatically

1. Go to the [Color Tool Tab](#).
2. Select the image(s) that you want to adjust from the [Browser](#).
3. Press **Auto Adjust (A)** on the top of the **White Balance** tool.



Set white balance 'as shot in camera'

1. Go to the [Color Tool Tab](#).
2. Select the image(s) that you want to adjust from the [Browser](#).
3. From the **Mode** drop down menu select **Shot**.



Learn more

Go to the [Tips and Tutorials](#) section for expert advice including more information about [white balance and color balance](#) and [how to make a custom White Balance for your camera](#).



Color Balance^{Pro}

COLOR BALANCE / WHITE BALANCE / BLACK AND WHITE / SKIN TONE

The Color Balance tool gives you the opportunity to fine-tune image tones.

Introduction

The Color Balance tool enables users to get precise control of colors, hue and saturation within an image. It is possible to adjust colors to the highest standards in Capture One, but accuracy of results is dependent on having a well-calibrated monitor to precisely reflect any changes that have been applied to images.

An accurate [white balance](#) should be set before you get started. Then color adjustments can be applied to create the desired mood for an image. Like other settings in Capture One, these changes can be saved as a [Preset](#) and applied to additional images.



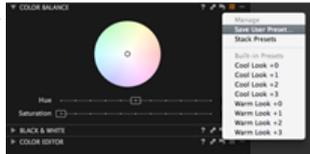
Set the color balance

1. Go to the [Color Tool Tab](#).
2. Use the **Color Wheel Pointer** to set the desired color tone. (The pointer circle will turn orange when in use).



Fine tune the color balance and save as a preset

1. Move the pointer around the Color Wheel to alter the color balance of an image. Fine-tune the Color Wheel selection using the **Hue** and **Saturation** sliders.
2. The **Hue** slider moves the color-tone point around the color wheel to provide subtle color changes. The **Saturation** slider increases the saturation by moving in or out along the radius of the color wheel.
3. Go to the **Manage Presets** icon to save a Color Balance for later use.



Find out more about [Presets](#).

Manage presets

Select the Manage [Presets](#) menu and access some useful controls and options:

- Access a saved preset or delete it if unwanted.
- Select one of the built-in presets to instantly warm up or cool down the appearance of an image.



Note: It is worth remembering that color presets are relative to the image they are applied to, not absolute. This means that all values added, are added to the values created in White Balance.

Color Editor

SATURATION / EXPOSURE / RGB-READOUTS / CMYK

The Color Editor enables users to select and adjust a narrow color spectrum without affecting other colors in an image.

Introduction

The Color Editor is available in three modes: Basic, Advanced and Skin Tone that are accessed from the tabs in the tool. Basic is created for standard editing, whereas Advanced provides a much more specialized tool for editing defined shades of color in terms of saturation, brightness, hue and smoothness.



Adjust the color slice (basic)

1. Go to the [Color Tool Tab](#).
2. Choose the **Basic** tab in the **Color Editor** tool.
3. Use the **Color Picker** (see circled) to select a color from the image in the [Viewer](#) that is in need of correction.
4. The active slice is adjustable. Click and drag the dots (located on the outer corners of the color slice) to narrow or widen the color selection.
5. Adjust the **Smoothness*** slider.
6. Hue rotation, Saturation and Lightness sliders as desired.

***Smoothness** indicates how far in the color spectra the adjustment will be applied; this ensures that selectively changed colors get a natural look.



Adjust individual colors (advanced) ^{Pro}

1. Go to the [Color Tool Tab](#).
2. Choose the **Advanced** tab in the **Color Editor** tool.
3. Use the **Color Picker** (see circled) to select a color from the image in the [Viewer](#) that is in need of correction.
4. Check mark **View Selected Color** (see circled) range to automatically desaturate all the un-selected colors in the [Viewer](#).
5. Pull and push the border markings dots to alter the adjustable area.
6. Adjust the **Smoothness*** slider.
7. Adjust the chosen color(s) using the **Hue rotation**, **Saturation** and **Lightness** sliders.
The color(s) will be adjusted instantly in the [Viewer](#).
8. Add more adjustments by pressing the + icon.

***Smoothness** indicates how far in the color spectra the adjustment will be applied; this ensures that selectively changed colors get a natural look.



Adjust all but one color ^{Pro}

1. Go to the [Color Tool Tab](#).
2. Choose the **Advanced** tab in the **Color Editor** tool.
3. Use the **Color Picker** (see circled) to select a color from the image in the [Viewer](#) that is in need of correction.
4. Check mark **View Selected Color** (see circled) range to automatically desaturate all the un-selected colors in the [Viewer](#).

- Pull and push the border markings dots to alter the adjustable area.
 - Adjust the **Smoothness*** slider.
 - Press the **Invert Slice** icon. (See circled).
 - Adjust the chosen color(s) using the **Hue rotation**, **Saturation** and **Lightness** sliders.
- The color(s) will be adjusted instantly in the **Viewer**.
- Add more adjustments by pressing the + icon.



***Smoothness** indicates how far in the color spectra the adjustment will be applied; this ensures that selectively changed colors get a natural look.

Save color scheme as ICC ^{Pro}

- Adjust all colors as desired.
- Press the presets icon and choose **Save as ICC Profile...**
- Name the new ICC profile. The new ICC profile is now stored in the Profiles folder.
- Add the new ICC profile to other images from the **Base Characteristics** tool in the **ICC Profile** drop down menu. The ICC profile is found in the **Other** section.



Save color scheme as preset

- Adjust all colors as desired.
- Press the **Manage Presets** icon and choose **Save User Preset...** from the menu.
- Check mark the desired preset adjustments and press **Save**.
- Name the new Color Preset profile. The new Color Preset is now stored in the **Color Editor** folder based in the Capture One Presets folder.
- Access and apply the new Color Preset to other images from the **Manage Presets** menu. (The new Color Preset can be found under the **User Presets** heading).



Neutralizing skin tones ^{Pro}

- Go to the **Color Tool Tab**.
- Choose the **Skin Tone** tab in the **Color Editor** tool.
- Use the **Color Picker** to select a color from the image in the **Viewer** that is in need of correction. (It may help by enlarging an area of the face/skin to a 100% image view).
- Adjust the **Smoothness*** slider.
- Adjust the chosen color(s) using the **Hue rotation**, **Saturation**, **Lightness** and **Uniformity**** sliders. The color(s) will be adjusted instantly in the **Viewer**.



***Smoothness** indicates how far in the color spectra the adjustment will be applied; this ensures that selectively changed colors get a natural look.

Adjust the **Uniformity slider to pull Hue in the direction of the picked color.

Learn more

Color Editor tips, advice and best practice:

- Working in larger areas of color will avoid giving an image an unnatural appearance. The slice will allow adjustments to all shades of the selected color slice.
- The black circle indicates the picked color value, and the thin black line indicates the end of the smoothness effect.
- It is possible to select just one slice of color from the menu below the sliders or choose global if affecting all colors at once is desired.
- To help determine what areas are affected, check mark **View Selected Color Range**. This will desaturate all colors that are not selected.
- The Saturation slider is created to adjust up to 80% in both directions. Repeatedly de-saturate 2-3 times on selected colors to get black and white areas whilst preserving other colors. It is possible to make up to thirty selective color changes in one image.
- Adjust the uniformity slider to pull Hue in the direction of the picked color.
- ICC profiles can be applied to future work, like presets. ICC profiles created in Capture One can be transferred to third party applications, to ensure a consistent the color space is used throughout the workflow.

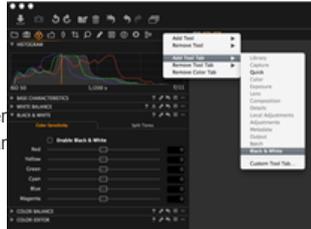
Black & White Tool

BLACK AND WHITE / BW / RGB-READOUTS / COLOR BALANCE

The Black & White tool enables users to convert images into razor sharp monotone photos.

Introduction

The Black & White tool can be used to give portraits a classic dramatic look or help create deep contrasts in nature and landscape imagery. It can be found in the [Color Tool Tab](#). If it has been removed or you'd prefer to be located in another tool tab, simply right click on the Tool Tabs tool bar and select Add Tool>Black & White. Alternatively, you can [add an entirely new Black and White Tool Tab](#) that features all the essential tools together to make producing black and white images even easier.



Video tutorial: Black and White

Learn about Black and White conversion in this video tutorial. (Click on the image to the right). Capture One Pro enables you to easily convert your images to black & white with powerful sliders that let you precisely adjust the color channels and create split toning effects when you convert to grayscale.



Adjust black and white tones in a color image file

1. Select the intended image for black and white conversion from the [Browser](#).
2. Go to the **Black & White** tool in the [Color Tool Tab](#).
3. Check mark the **Enable Black & White** box.
4. Adjust the color sliders. Use the Red slider to alter all tones mapped to red in the original image and so on.



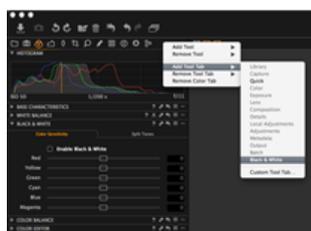
Create a split tone image

1. Select the intended split tone image from the [Browser](#).
2. Go to the **Black & White** tool in the [Color Tool Tab](#).
3. Select the **Split Tones** tab
4. Check mark the **Enable Black & White** box.
5. Adjust the Hue/Saturation slider color values for the **Highlights** and **Shadows** as desired.



Learn more

- Add a specific Black and White Tool Tab. Right click on the [Tool Tabs bar](#) and select Add Tool>Black & White. (See image left). This [Tool Tab](#) puts all the essential tools in one place to make monotone conversions and image adjustments quick and easy.
- When a desirable look is achieved, [save it as a User Preset](#), in the manage presets menu.



Processing Engine

The latest version of Capture One uses an improved Processing Engine as its default setting. Image files that were edited and processed in the older version 7 software may have a different appearance when output using the new version 8 Processing Engine. Switch to the older version if you need to reprocess image files to get the same output result.

Change the Processing Engine

1. Go to Capture One>Preferences>Image.
2. Go to the Default Processing Engine and select **Capture One 7** (or earlier, if required).
3. Remember to switch back to the **Capture One 8** option to attain the best results.





Learn More

Links to information regarding the Base Characteristics tool

Base characteristics

Click [here](#) to find out more about Base Characteristics.

🏠 Exposure

EXPOSURE / LOCAL ADJUSTMENT / BRIGHTNESS / CONTRAST / SATURATION

Use the Capture One Exposure Tool Tab to adjust exposure, contrast, brightness, saturation, levels and clarity.

Managing exposure

1. Press the **Exposure Warning** icon (see circled, or View>Show Exposure Warnings) to highlight areas of an image that may be overexposed.
A (default) red color will fill any areas that may be burnt out. (Find out how to [change the Exposure warning settings](#)).
2. Use the [High Dynamic Range tool](#) to help recover loss of detail in highlights and shadow areas.
The **Highlight and Shadow** slider will also affect all colors and shades.
Start by trying to carefully recover the information (pixels) hidden in the highlights and then gently adjust the shadow tones. The Exposure tool will change the appearance of colors.
3. Use [Local Adjustments](#) to alter the exposure if there are specific areas of an image that are overexposed.

Tip: The Exposure tool will change the appearance of colors. Tones will often appear over saturated but this can be remedied by reducing the Saturation Slider value appropriately.

Adjust exposure

1. Go to the Exposure tool in the [Exposure Tool Tab](#).
2. Use the exposure slider to adjust the value up or down.

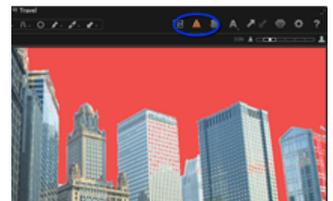
Note: This slider is calibrated to provide a range of +/- 4 stops. It adjusts the exposure in a similar way to the controls on a camera.

Adjust contrast, brightness and saturation

1. Go to the [Exposure Tool Tab](#).
2. In the Exposure tool, adjust the **Contrast** slider to the right to increase contrast throughout the image. Move it to the left to decrease contrast.
3. The Exposure tool also incorporates a **Brightness** slider that will primarily affect the mid-tones of an image. Move the slider to the left to increase mid-tone contrast or to the right to lighten shadow areas and reduce contrast.
4. Adjust the **Saturation** slider to increase or [decrease](#) the saturation of an image.

Adjust high dynamic range images

1. Go to the [Exposure Tool Tab](#).
2. In the **High Dynamic Range** tool, use the **Shadow** slider to adjust dark areas and the **Highlight** slider for bright and over exposed areas.
3. The Auto adjust button (A) will provide a good starting point. (Press



the **A** icon).



Levels

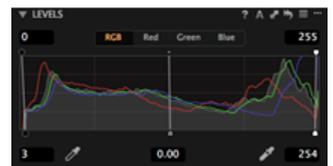
The histogram in the Levels Tool plots the brightness and RGB values of an image from the darkest/blackest pixels on the left to the brightest/whitest on the right. As a visual guide the plot can reveal a number of characteristics about the image, such as the range and distribution of shadow, mid-tones and highlights, or tonal range.

In the combined RGB Channel mode the Levels Tool may be used to adjust the contrast and brightness of an image, either manually or automatically using the Auto Levels option. Using the Auto option, Black and White points are mapped to the set output levels (0 and 255 respectively, if left as default). RGB values are re-distributed to avoid color shifts, regardless of manual or Auto point selection.

The color balance can be adjusted using the individual RGB channel mode, however there is no auto-option and care is required to prevent color shifts.

Adjust tonal range using input levels ^{Pro}

1. Go to the [Exposure Tool Tab](#).
2. In the **Levels** tool, use the **Auto** (A) function or adjust by pulling the shadow and highlight point sliders until they're just touching either ends of the histogram.
3. Check Highlight and Shadow warnings to identify any clipped pixels, and adjust as needed.
4. Adjust the middle slider to lighten or darken mid-tones as desired.
5. Optionally, press Red, Green or Blue buttons to access and adjust separate R, G and B channels using the sliders.
6. Levels settings may be saved as a preset and applied to multiple images.

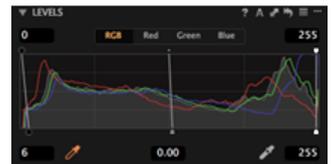


Note: Output levels can be set manually by adjusting the sliders at the top of the histogram or by entering values in the boxes directly above. The default levels of 0 and 255 may be permanently overridden in the Preferences section, see [here](#) for more details.

Tip: The Levels preferences can be accessed from the Levels tool's action menu icon. Press the [...] icon and select Preferences.

Adjust tonal range using shadow and highlight picker (optional) ^{Pro}

1. Go to the [Exposure Tool Tab](#).
2. In the **Levels** tool, select the **Shadow Picker** (see highlighted in orange) and click on a dark area of your image in the [Viewer](#).
3. Select the **Highlight Picker** and click on a bright area of your image in the [Viewer](#).
4. Adjust the middle slider to lighten or darken mid-tones, as desired.
5. If necessary, press Red, Green or Blue to access and adjust separate R, G and B channels using the sliders.



Tip: The individual RGB Channel mode may be used to add a color tint for creative effect.

Adjust curves ^{Pro}

1. Go to the [Exposure Tool Tab](#).
2. In the **Curve** tool, click on the diagonal line to set some points, then pull/push the curve line.
3. You can also add points by selecting the **Curve Point Picker** and clicking on different areas of your image in the [Viewer](#).

Tip: Press the **Manage Presets icon** and use a Built-in Preset as a starting point.

Learn [advanced Curve tool techniques](#).

Note: Levels are used to control the overall tonal distribution of an image. Curves enables users to remap the area within the shadow and highlight limits that are set by the Levels tool.

Adjust Curve Tool Anchor Points ^{Pro}

New to the Curve tool in Capture One 8 is the addition of moveable anchor points, in the upper right and lower left corners of the diagonal line. The new anchor points make it easier to remap the darkest and lightest values in the tonal range.

1. Go to the [Exposure Tool Tab](#).
2. In the **Curve Tool**, position the cursor on one of the anchor points – a guideline will be displayed to help with the positioning.
3. Click and hold the anchor point and then drag it to the desired position. For example, to remap the tonal range, move the anchor points horizontally so that the guidelines just touch the edge of the histogram.

Note it may not be necessary to make adjustments to the new anchor points, if the black and white points have previously been set using the [Levels tool](#).

More information

The Curve adjustment tool is one of the most powerful tools in Capture One. It is used to remap the tonal range of the original image values (represented by the horizontal axis) to the new, modified values (represented by the vertical axis of the graph). The lower left and upper right zones of the graph denotes the shadow and highlight regions of the image respectively, while the area in the middle represents the mid-tones. Adding control points to the diagonal line and modifying the shape applies contrast and exposure adjustments by either stretching or compressing tones in the image.

Adjust clarity

The Clarity Tool now includes a new Natural method setting that applies milder local contrast than either the existing Punch or Neutral options and avoids false colors and clipped highlights. The Classic option from Capture One 6 has also been restored and applies an effect between the existing Punch and Neutral options. Positive values using the Classic setting work well with architecture and on images with a degree of haze. Low negative values may be used for softening portraits, particularly the Classic and Natural settings. The Clarity tool can also be applied as a [Local Adjustment](#).



To adjust Clarity

1. Go to the [Exposure Tool Tab](#).
2. Select the Clarity tool, choose from the **Natural, Punch, Neutral or Classic** setting from the Method drop-down menu and adjust the Clarity slider as necessary.
3. Positive values increase mid-tone contrast whereas negative values lower it, producing a progressively softer look.
4. The Structure slider is independent and enhances texture when positive values are applied. Edging the slider to the left into negative values has a more moderate softening effect than the Clarity slider.

Tip: Zoom the image to 100% in the Viewer or the Focus window to help in choosing the preferred Clarity method type and Structure.

Note: The effect of the Clarity tool depends on the image it is applied to. The Structure slider (value) has a particularly noticeable effect when applied to images that feature complex structures such as a tree where the branch and twigs stand out and become more pronounced.

Vignetting

Vignetting is a controlled exposure adjustment that will either darken or brighten the edges and corners of an image. The edges and corners will be appear brighter when the EV value is added and darker when it is reduced.



1. Go to the [Lens Tool Tab](#) and select the **Vignetting** tool.
2. Select an image from the [browser](#) and choose the desired option from the **Method** drop down menu.
3. Adjust the **Amount** slider to the right to lighten or the left to darken the edges and corners of an image.

Note: Vignetting will be effected by any color tone that is applied to an image including the styles Sepia and Blue tone.

Saturation

Decreasing the saturation will ultimately turn an image black and white. This in turn will change the histogram from RGB to monochrome although the image will remain in a RGB color space as chosen by the output color space. This tool uses 'intelligent saturation' so it does more than simply affect normal saturation values. The positive values (attained when the slider is moved to the right) are comparable to what third party software often refers to as Vibrance. Vibrance is gentler to the skin tones and will be able to enhance, for instance, a blue sky without over-saturating the rest of the image. The negative values represent regular saturation settings.





0 Lens Correction Tool

LENS CORRECTION / LCC / GENERIC LENS PROFILE / VIGNETTING

Use the Lens Correction Tool Tab to address a number of unwanted issues commonly associated with lens distortion. (Compatible with RAW files only).

Introduction

The [Lens Tool Tab](#) has three default tools: **Lens Correction**, **Purple Fringing**, and **LCC**.

The [Lens Correction](#) tool includes predefined corrections for many popular lenses from major lens manufacturers. Corrections include distortion, [chromatic aberration](#), sharpness and [light falloff](#).

The Generic or [Generic](#) Pincushion Distortion profiles available in the Lens Correction tool address the most detrimental issues related to any simple spherical lens. Complex distortion however, can only be fully corrected with specific preset [profiles](#). Where possible the lens type will be automatically selected in the **Profile** menu. A selection of the most suitable lens correction profiles can be found under the **Recommended Lenses** heading or you can manually select a lens correction profile from the available list.

The new [Purple Fringing](#) correction tool may be used to remove unsightly fringing that is usually found on very high contrast edges, such as strongly backlit branches of trees and certain specular highlights, particularly those from metallic surfaces.

[Create a LCC](#) (Lens Cast Calibration) profile if a specific lens model is not supported in the Lens Correction tool.

Apply a lens profile

1. Go to the [Lens Tool Tab](#) and select the **Lens Correction** tool.
2. Select an image from the [browser](#) and choose a specific lens from the **Profile** drop down menu. (A selection of the most suitable lens correction profiles can be found under the Recommended Lenses heading or select one from the available list).
3. Once a lens is selected, a check mark will appear in the Chromatic Aberration box and Capture One will automatically apply the chromatic aberration correction based on the lens profile.
4. If the image still shows some [chromatic aberration](#), click the Analyze (...) button to the right to start Capture One's built-in chromatic aberration analysis and correction algorithms. This will nearly always result in improved correction of chromatic aberration, as it's specific to that image.

Apply a generic lens profile

1. Go to the [Lens Tool Tab](#) and select the **Lens Correction** tool.
 2. Select an image from the [browser](#) and choose a generic lens option
-

- from the **Profile** drop down menu. (All sliders in the tool are reset; there are no default settings for a generic lens).
3. Check mark the option boxes and adjust the Sliders to the desired settings. (As there's no profile available, selecting the **Chromatic Aberration** box starts Capture One's built-in chromatic aberration analysis and correction feature).
 4. Click on the Analyze (...) button to restart the process, if necessary.



Batch Chromatic Aberration Correction*

Capture One Pro 8 has a new Chromatic Aberration Batch Correction capability, which is a valuable time saver in a user's workflow. It works regardless of the Profile setting.

1. Go to the **Lens Tool Tab** and select the **Lens Correction** tool.
2. Select multiple images from the browser.
3. Press the Analyze (...) button to start the correction process (this will override chromatic aberration correction if a lens profile is detected).



Lens correction: Movement^{Pro}

1. If you are using a lens or camera system that can have movements applied, go to the **Movement** tab in the Lens Correction tool.
2. If the Focal Length and Aperture can be detected, the values will automatically be shown in the corresponding fields. Otherwise manually enter the information.
3. Enter the shift data for the x and y axis. Changing the shift parameters will have a positive benefit on the distortion and light falloff corrections in particular.



Purple Fringing

Capture One Pro 8 features a redesigned tool to remove purple fringing. It includes a familiar slider allowing control over the intensity, as well as the typical options to save the resulting setting to the adjustments clipboard and as a preset. Both allow the setting to be applied to multiple images. Although the Purple Fringing tool is offered as a standalone control for global corrections, purple fringing removal can also be applied as a local adjustments layer. As a result, the new Purple Fringing tool can be found under both the **Lens Tool Tab** as well as the **Local Adjustments Tab**.

To remove unsightly purple fringing

1. Go the Lens Tool Tab, and select the **Purple Fringing** tool.
2. Zoom to at least 100% in an area displaying a fringe with a purple hue along a high contrast edge. The inclusion of complementary cyan, magenta or yellow-green fringes usually indicates **chromatic aberration**.
3. To reduce the intensity of the purple fringing, drag the slider to the right. If the fringing is severe it may not be possible to remove it entirely.
4. The setting can be copied and applied to other image files as a **Style** or **Preset**, if required.



LCC test shot^{Pro}

Create a LCC (Lens Cast Calibration) profile if a specific lens model is not supported in the Lens Correction tool.

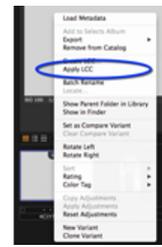
Either photograph a LCC (Lens Cast Calibration) plate to create a test shot for an up-to-date LCC profile of a particular lens. To get an exact profile and optimal correction, the LCC test shot should be created with the same lens and shutter setting as the intended corrected images. Tilt and Shift adjustments on a camera must also match for best results.

Alternatively, use a similar LCC test shot if you keep a library of previously captured LCC images. (Phase One does not recommend selecting the Dust Removal check box with this generic approach to lens correction).



Create and apply a LCC profile^{Pro}

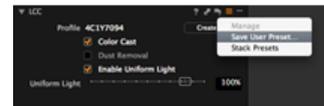
1. Import and select the LCC image from the [browser](#). (I.e. the image captured with the white Lens Cast Calibration plate).
2. Go to the [Lens Tool Tab](#). Select the **Lens Correction** tool and press the **Create LCC** button.
3. Check mark the **Wide Angle Lens with Movements** box if you are using a technical camera with a lens wide angle lens and some degree of movement.
4. Check the **Include Dust Removal Information** to create a map to automatically remove dust. Selecting this option will increase processing time. It also results in larger file sizes than profiles without dust removal data. Only select this option if essential.
5. Press **Create**.
6. Capture One will now analyze the image and create the LCC profile. (When completed, the check box **Color Cast** is selected. The color differences across the image should now be even).
7. The thumbnail will be labeled with **LCC** to help you keep track of your captures.
8. To Apply the LCC to one or more images (that were captured with the same camera) simply select them both in the thumbnail [browser](#), right click, and choose **Apply LCC**.



Tip: Right click on a thumbnail in the [browser](#) and select **Create LCC...**

Save a LCC as preset ^{Pro}

1. Click on the **Manage Preset** icon at the top of the LCC tool.
2. Select **Save User Preset...** from the drop down menu.
3. A dialog box will open. Name and save the Preset.



Import LCCs ^{Pro}

A LCC library from Capture One 6 can be imported and converted into presets in version 8.

1. Go to the [Lens Tool Tab](#) and open the LCC tool.
2. Click on the action menu icon and select **Import LCC library from Capture One 6**.
3. A dialog box will appear. Press OK.



LCC options ^{Pro}

1. Go to the [Lens Tool Tab](#) and open the LCC tool.
2. Click on the action menu icon and select **Apply LCC Options...**
3. Check mark the **Uniform Light** option box and adjust the slider as desired.
4. Press OK. Now when you [apply the LCC](#), this new Uniform Light setting will override the existing setting.



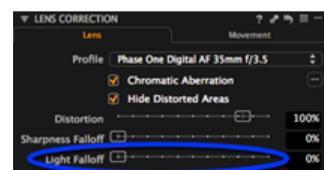
Learn more

Workflow Tips:

- Apply LCCs in bulk by selecting a batch of images that include LCCs. You can also analyze your LCCs in bulk.
- If you have multiple LCCs, Capture One detects whether an LCC should be applied to images following the LCC or before it.
- If you are a photographer who creates an LCC for every frame, you no longer need to add an LCC to your library before applying it.

Light falloff

Light falloff arises because an image is exposed more at the center of the frame than at the corners. The distance from the lens to the backplane is longer at the edges than it is at the center and, therefore, less light can get through the lens at oblique angles. This effect is most common with wide-angle lenses that are used with a wide-open aperture. If you have a profile for your lens, set the amount to 100% to get a completely flat and even looking image. Otherwise, use a generic profile and manually set the desired amount with care.



Chromatic aberration and purple fringing

Chromatic Aberration (CA) occurs because light of different wavelengths takes different paths through the lens that may not be in focus on the backplane. As most light is a mix of several wavelengths, the lens will focus the colors differently and create color fringes on edges of high contrast areas.

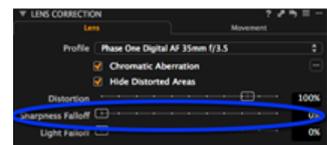
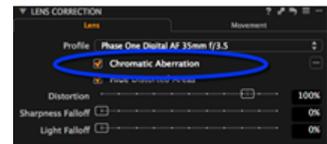
Since CA results from colors that have shifted, a white or light color on a dark background will have colors on either side. The most common manifestations of the error are seen as red/cyan and blue/yellow but others are possible. One of the more unsightly is green/purple but this should not be confused with **Purple Fringing**.

Brass, chrome and other metallic products often give rise to extreme contrast that can generate Purple Fringing. **Purple Fringing** (PF) is, like Chromatic Aberration, an artifact that occurs because a lens interacts differently with light of varying wavelengths. Unlike Chromatic Aberration, Purple Fringing will not usually show fringes of different colors. PF is mostly visible on the edges of very high contrast image areas, such as metallic products or branches on a tree against a bright sky.

Purple Fringing is often seen on images that also show Chromatic Aberration. Wide-angle lenses are more likely to show this artifact.

Sharpness falloff used for soft corners

Soft corners can occur for many reasons and commonly transpire when a wide-angle lens is used. Soft corners are often seen as a desired retro-focus effect. However, Capture One can help correct this effect if it is unwanted with the Sharpness Falloff tool. Set your lens profile to 100% to fully correct this issue (if you have one). Otherwise, experiment to get an appropriate setting.





🔍 Composition

The tools in the Composition Tool Tab enable users to control the layout of a photo. Crop, rotate, apply keystone corrections and utilize the Overlay tool when capturing an image for a specific layout or design.

Crop

The Crop tool enables freehand and fixed ratio crop options. It is even possible to crop outside the image area.

Rotation & Flip

Learn how to flip, rotate and even straighten a horizon in an image.

Keystone Correction ^{Pro}

Find out how to alleviate perspective distortion using keystone correction.

Overlay Tool ^{Pro}

Use the Overlay tool to help capture images for a specific layout or design.

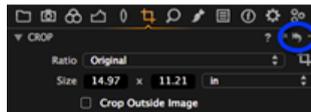
Crop

CROP / ROTATION

The Crop tool enables freehand and fixed ratio crop options. It is even possible to crop outside the image area.

Introduction

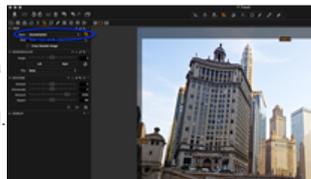
The Crop tool is located in the [Composition Tool Tab](#). A crop can be applied freehand or with a fixed ratio. Click the **Reset** adjustments button to revert to the un-cropped image. (See circled icon).



Holding the shift key while applying a crop will ignore any previous crop. Placing the cursor close to the corner of the crop allows you to rotate the image while cropping, making it easier to compose your images.

Use an unconstrained crop on an image

1. Go to the [Composition Tool Tab](#) or select the [cursor tool](#).
2. Select the **Unconstrained** ratio from the drop down menu and drag a crop frame in the [Viewer](#). Depending on your [preference settings](#) there will be a semi-transparent mask hiding the area that is being cropped.
3. The orange numbers on the sides indicate the size of the cropped image.
4. Select another [cursor tool](#) to see the applied crop in its final form.



Add and use aspect ratio

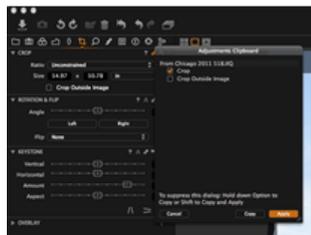
1. Go to the [Composition Tool Tab](#).
2. Choose **Add Aspect Ratio** from the **Ratio** drop down menu.
3. Add a name and the ratio dimensions needed in the dialog box.
4. Press OK. The new ratio will appear in the **Ratio** drop down menu.



Note: Capture One adds a new Original option, allowing the aspect ratio of the initial capture to be preserved.

Copy and apply a crop to one or more images

1. Press the [Edit Select Variants](#) icon.
2. Select the image that you want to copy the adjustment from in the [browser](#). (The thumbnail will have a thick white border).
3. Now select the image thumbnail(s) that you want to apply the adjustment to. (The thumbnail(s) will have a thin white border in the browser).
4. Press the small double-ended arrow icon (see circled). A dialog box will appear.
5. Press Apply at the bottom of the dialog box. The adjustment will be applied to the selected images.



Crop outside the image area

1. Go to the [Composition Tool Tab](#).
2. In the Crop tool, check mark the **Crop Outside Image** option.
3. Now it is possible to adjust the crop area outside the image area.
4. When another tool is selected the new crop is shown in the [Viewer](#).



Learn more

- Adjust a crop by dragging the edges of the preview inwards (the cursor will turn into a two-way arrow) until the desired crop has been achieved.
- Click within the crop boundary (where the cursor will turn into a cross) and drag the selection to move the entire selected cropped area.
- Rotate the crop to suit by grabbing just outside the corners of the crop frame (the cursor will change to a curved arrow).
- The original image with the cropping mask is shown in the thumbnails.
- Reselect the **Crop** tool at any time to readjust the crop settings.
- The crop masking can be changed in Preferences. Go to Capture One>[Preferences](#) and select the Crop option to change the opacity and brightness of the mask being used.
- Click the **Reset Crop** adjustments button to undo a crop and revert to the original un-cropped image.



Rotation & Flip

ROTATION / CROP / KEYSTONE

Learn how to flip, rotate and even straighten a horizon in an image.

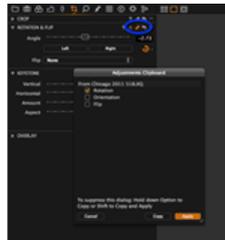
Straighten lines

1. Go to the [Composition Tool Tab](#).
2. Go to the **Rotation & Flip** tool and select the **Straighten** icon or select the Straighten option from the [Cursor tool menu bar](#).
3. Go to the [Viewer](#) and mark-up a horizontal or vertical line in need of correction. (E.g. Click on a point at one end of a horizon then click on the other end).
4. The image will automatically be corrected when the mouse-button is released.
5. Use the **Angle** slider to fine-tune the straightening. (Hover your mouse over the slider and change the setting with your scroll wheel if desired).



Straighten or rotate multiple images

1. Press the [Edit Select Variants](#) icon.
2. Select the image (thumbnail) that you want to copy the crop from in the [browser](#). (The thumbnail will have a thick white border).
3. Now select the image thumbnail(s) that you want to apply the crop to. (The thumbnail(s) will have a thin white border in the browser).
4. Go to the **Rotation & Flip** tool and press the small double-ended arrow icon (see circled).
5. A dialog box will appear. Check mark any necessary actions. (E.g. Rotation and Orientation).
6. Press Apply at the bottom of the dialog box. The adjustment will be applied to the selected images.



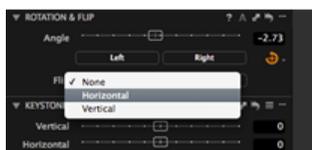
Rotate freehand

1. Go to the [Composition Tool Tab](#).
2. Go to the **Rotation & Flip** tool and alter the orientation by adjusting the **Angle** slider. (Hover your mouse over the slider and change the setting with your scroll wheel if desired).
3. Perpendicular correction can be done using the **Left** or **Right** buttons.
4. Alternatively, long press the **Straighten** (r) icon and select the **Rotate Freehand** option from the menu.
5. Once **Rotate Freehand** is selected, go to the [Viewer](#) and click and drag the image to the desired angle.



Flip an image

1. Go to the [Composition Tool Tab](#).
2. Go to the **Rotation & Flip** tool and select either **Horizontal** or **Vertical** from the **Flip** drop down menu.
3. The image will instantly get flipped to the chosen option.





Keystone Correction^{Pro}

KEYSTONE / CROP / ROTATION / LENS CORRECTION

Find out how to alleviate perspective distortion using keystone correction.

Introduction

It is not always possible to get the best angle on a subject and eliminate all distortion. Architecture photographers often have to correct perspective distortion of tall buildings. Capture One Pro gives you the ability to apply keystone correction. You can quickly correct any distortion by using the vertical and horizontal sliders or use the cursor markers to pinpoint lines that should be parallel.

The Keystone function can be operated manually by adjusting individual sliders or you can use the [Auto option](#). The [Auto Keystone Correction icons](#) can be selected beneath the sliders or in the [cursor tools](#). Choose between the automatic vertical, horizontal or full correction.

Tip: Use the local [Copy/Apply functions](#) to apply the settings to multiple images that need the same correction.

Apply keystone correction manually

1. Go to the [Composition Tool Tab](#).
2. In the **Keystone** tool, adjust the **Vertical** or **Horizontal** sliders.
3. Adjust the **Amount** slider.
4. Fine-tune **Aspect** if necessary.



Apply horizontal or vertical correction

1. Go to the [Composition Tool Tab](#).
2. In the **Keystone** tool, select the [Keystone Horizontal](#) or the [Keystone Vertical](#) icon.
3. Set the four points to mark up the vertical or horizontal lines that need to be aligned.
4. Press the **Apply** button (Located on the top of the image in the middle of the [Viewer](#)).
5. Adjust the **Amount** and **Aspect sliders** as desired.

Apply automatic vertical and horizontal keystone correction

1. Go to the [Composition Tool Tab](#).
2. In the **Keystone** tool, select the [Keystone](#) icon.
3. Set the four points to mark up the vertical or horizontal lines that need to be aligned.
4. Press the **Apply** button (Located on the top of the image in the middle of the [Viewer](#)).

Hide distorted edges

There may be occasions when you need to hide the distorted edges after applying a keystone correction. Check mark **Hide Distorted Areas** in [Lens Correction tool](#).

In rare situations you might need to crop outside the image. See [To Crop Outside Image Area](#).

1. Go to [Lens Correction Tool Tab](#).
2. Check mark the **Hide Distorted Areas** option.

3. Distorted edges will now automatically be clipped.

Auto rotate for IQ-series digital back users

The IQ-series digital backs have an integrated motion sensor that automatically logs the angle of a captured image. Press the **A** icon in the Keystone tool to correct an image so that the horizontal angle is square to the ground. If, for example, an image has been captured looking up at a tall building with any perspective distortion, then the **A** (Auto) function will also correct any converging verticals.

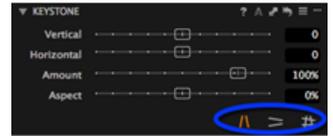
Note: Applying a Keystone setting will also adjust the rotation of an image. If you want to undo the Keystone setting and the rotation, remember to press the undo icon for both individual adjustments.

Keystone tool icons

There are three **Keystone** tool icons. (See circled)

Keystone icons from left to right: Keystone Vertical, Keystone Horizontal and Keystone. (The active icon will turn orange).

Tip: The keystone keyboard shortcut is **k**.



Overlay Tool ^{Pro}

OVERLAY / CROP / COMPOSITION

Use the Overlay tool to help capture images for a specific layout or design.

Introduction

The Overlay tool provides advanced composition assistance and is commonly used when [shooting tethered](#). This function is often used to shoot an image that will match a specific layout. For example, an image could be captured for a magazine cover where space needs to be left for a masthead and headline copy.



Use an overlay

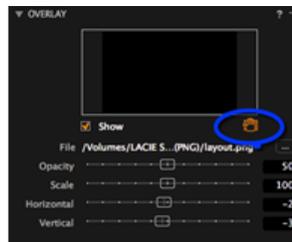
1. Go to the Overlay tool in the [Composition Tool Tab](#).
2. Drag and drop an image file (with the magazine headlines and copy) into the Overlay box that states 'Drop image here'.
3. Alternatively, select an image using the **File** option below.
4. Check mark the **Show** box.
5. Alter the Opacity, Scale and placement sliders as needed.



Learn more

It is best practice to use a .PSD file for an overlay with no background layer. This will ensure that the magazine masthead and headlines (seen in the examples above) can be seen clearly over the image.

The Move Overlay hand tool (circled) is a quick way to adjust the position of the overlay file. Select the tool (it will turn orange once active), go to the [Viewer](#), then click and drag the file into an appropriate position.





Details

The Details Tool Tab includes tools for sharpening, noise reduction, adding Film Grain, Moiré and spot removal.

Sharpening and Focus

Check focus and apply sharpening.

Noise Reduction

Remove noise, add grain and avoid Moiré.

Dust and Spots

Remove unwanted dust and spots.

Sharpening and Focus

SHARPENING / NOISE REDUCTION / GRAIN / HIGH ISO

Check focus and apply sharpening.

Check focus (without zooming into the viewer)

1. Go to the [Details Tool Tab](#).
2. The **Focus** tool shows a section of the image that can be magnified up to 400%.
3. Use the **Pick Focus Point** icon to select a desired area (in the [Viewer](#)) to inspect in detail.
4. Adjust the magnification on the slider below the window.
5. Select the presets to access different sizing options (of Medium or Auto Size) for the Focus tool window.



Check sharpness in the viewer (without using zoom) ^{Pro}

1. Press the **Focus Mask** icon (circled in blue).
2. The Focus Mask will automatically display sharp areas with a (default) green marking.
3. Go to Capture One>Preferences to adjust the sharpness settings. Read more on [Preferences](#).



Sharpen an image file

1. Go to the [Details Tool Tab](#).
2. Either set [Viewer](#) to 100% or choose a sharp area with the picker in the **Focus** tool.
3. Press the **Manage Presets** icon to access a variety of sharpening settings.
4. Fine-tune the desired setting using the sliders.
5. Use the Hand tool to check other areas of the image at 100%.



Learn more

The effects of sharpening and noise reduction are shown as they appear on the final image that is displayed in the [Viewer](#).

Try this workflow if you are not experienced in applying Sharpening to an image:

- First, sharpen the fine detail in the image. Use the capture or raw pre-sharpening setting. (In the Manage Preset menu)
- Secondly, a more aggressive sharpening affect can be used but this should be applied after the image has been sized according to desired printing dimensions

Noise Reduction

NOISE REDUCTION / HIGH ISO / GRAIN

Remove noise, add grain and avoid Moiré.

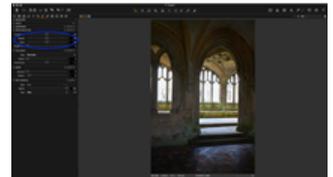
Capture One allows the removal of luminance and color noise from images using the Color and Luminance noise reduction sliders. Luminance noise exists in every digital image. Noise is caused by the light sensitive chip, regardless of ISO. Normally this noise is more visible at high ISO values. Higher Noise levels at high ISO values are caused because the signal has been amplified.

Please note that Capture One automatically adds an amount of noise reduction based on individual image evaluation.

Remove noise from image files

1. Go to the [Details Tool Tab](#).
2. The **Noise Reduction** tool will display the auto adjustment settings.
3. Use the [Luminance](#) slider to adjust the level of luminance noise.
4. Use the [Color](#) slider to adjust the level of chromatic noise.
5. Adjust the [Details](#) slider to smooth the surface of an image.

Learn more about the [Luminance](#), [Color](#), and [Details](#) sliders.



Remove long exposure artifacts and high ISO noise ^{Pro}

1. Go to the [Details Tool Tab](#).
2. Go to the **Noise Reduction** tool.
3. Use the **Single Pixel** slider to reduce the artifacts of a long exposure.

4. The higher the number, the harder the tool works.

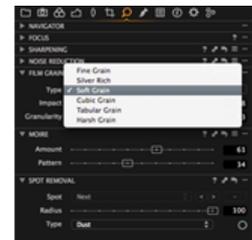
Learn more about the [Single Pixel](#) slider.



Add grain

1. Go to the [Details Tool Tab](#).
2. From the **Film Grain** tool, select Grain type in the Film drop down menu.
3. Select an area of uniform color or an area without texture if possible, in the [Viewer](#) or the [Focus](#) window.
4. Adjust the **Impact** slider to the desired amount.
5. The granularity or size of the grain is adjustable. Alter from fine to coarse by dragging the **Granularity** slider to the right. Note, when Fine Grain is selected the Granularity slider is disabled.
6. Settings may be saved as [User Preset](#). A number of built-in [Presets](#) are also available.

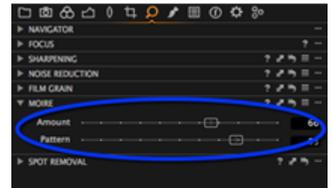
Note: The Grain Tool is also available as a Local Adjustment.



Avoid moiré ^{Pro}

1. Go to the [Details Tool Tab](#).
2. Go to the **Moiré** tool.
3. Zoom to 100% in the [Viewer](#) and keep the Moiré area visible.
4. Adjust the **Amount** value first, followed by the **Pattern** value, bit-by-bit in small increments.
5. When the Moiré has disappeared do not increase the **Amount** or

Pattern values.

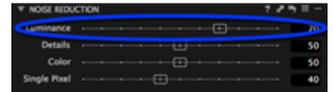


Learn more

Discover more about [Luminance](#), [Color](#), [Details](#), [Moiré](#), [Fine Grain](#) and the [Single Pixel Slider](#).

Luminance

This slider removes the pattern-like noise that is often present in shadow areas. The default setting for Luminance is 50. Increase the setting value for images that display displeasing noise levels and check the effect in the Viewer at 100% magnification.



Color

This slider removes color noise from images that are typically noticeable as subtle green/magenta patterns. It is very difficult to recommend specific settings as noise varies from camera to camera, but the program defaults provide a good starting point. The Viewer provides a clear view of the effect of filters on image noise.



Details

Applying heavy chromatic or luminance noise reduction may give an image a soft appearance. If that's the case, adjust the Details slider to smooth the surface of an image. The default setting of 50 produces an even balance between image detail and noise. Adjust the Details slider to a smaller value to achieve a smoother surface. A large value produces more fine detail with improved edge definition. However, a higher setting can also produce more grain, especially with images captured at a high ISO.



Moiré

In simple terms Moiré can occur when capturing a subject with fine pattern details. An image sensor may reproduce this pattern with a Moiré effect because it lacks resolution. Moiré can be an issue when photographing clothes and can occur in architecture photography.

The simplest way to avoid Moiré is by adjusting the position of a camera by moving it back/forward while photographing and/or changing your aperture setting.

When working with the Moiré tool, check areas that naturally have narrow stripes or a stripe-like pattern; if these have disappeared gradually turn down the Amount and Pattern and re-check the original Moiré issue.



Film grain

The new Grain tool may be used to alter the image aesthetic by adding a realistic interpretation of film grain to digital images. Alternatively, the Grain tool may be used to add texture to digital images that have an excessively smooth or "polished" appearance, possibly after adding too much noise reduction or after adjusting the [negative clarity settings](#). If this is the case, the Grain tool may be used to create a more natural looking image. Increase Impact and Granularity with caution.



Single pixel slider

Images that are exposed using a long shutter speed may be susceptible to the occasional 'hot-pixel', which is a single white pixel that should appear dark. The Single Pixel slider can be used (in the Noise Reduction tool) to eliminate hot-pixels although it can also affect the rest of the image. The filter will analyze single pixels compared to the surrounding area and correct the errors. But apply adjustments appropriately as the Single Pixel effect is very powerful especially at its maximum 100 setting.

The Single Pixel slider, like many other adjustments tools should always be used with caution and in moderation. Remember to try and check the final result before processing.





Dust and Spots

DUST AND SPOTS / SPOT REMOVAL / MOIRÉ

Remove unwanted dust and spots.

To remove dust

1. Go to the [Details Tool Tab](#).
2. Open the **Spot Removal** tool.
3. Zoom the image in the [Viewer](#) to 100%.
4. Select **Dust** in the **Type** drop down menu.
5. Click on any dust particles in the [Viewer](#). (Ensure the dust cursor is selected. See the orange circle).
6. Adjust the size of each circle to match the size of the spot by dragging the line at the edge of the circle or by adjusting the Radius slider.
7. The circle is movable. Place the cursor in the centre of the circle and drag and drop to change its position.
8. Repeat steps 5 to 7 to remove more individual dust particles. Switch between the individual circles by using the Spot drop down menu or use the arrow buttons.
9. Remove a spot by pressing the - (minus) button.



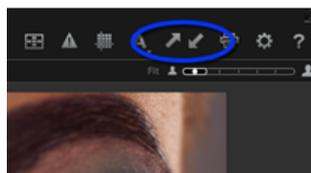
To remove spots

1. Go to the [Details Tool Tab](#).
2. Open the **Spot Removal** tool.
3. Zoom the image in the [Viewer](#) to 100%.
4. Select **Dust** in the **Type** drop down menu.
5. Click on any spots in the [Viewer](#). (Ensure the spot cursor is selected. See the orange circle).
6. Adjust the size of each circle to match the size of the spot by dragging the line at the edge of the circle or by adjusting the Radius slider.
7. The circle is movable. Place the cursor in the centre of the circle and drag and drop to change its position.
8. Repeat steps 5 to 7 to remove more spots. Switch between the individual circles by using the **Spot** drop down menu or use the arrow buttons.
9. Remove a spot by pressing the - (minus) button.



Learn more

- Dust can be commonly seen in similar patterns on all images from one session. The dust can appear on the front plate of a digital back; this is why a dust spot will reappear out of focus on sequential following shots. To save time, use the Global [Copy and Apply](#) buttons to alter multiple image files. (See image)
- Alternatively, make a local copy of the dust spots and paste the dust spot setting into the rest of the session. ALWAYS check image files when automatically removing spots.
- The Spot Removal tool is created to find the sharp edges and remove the spot by analyzing the underlying colors and structure.





Local Adjustment^{Pro}

LOCAL ADJUSTMENT / EXPOSURE / COLOR EDITOR / SHARPENING / MOIRÉ

The Local Adjustments Tool Tab allows you to create layers and work on targeted areas of an image.

Introduction

Local Adjustments can be used to adjust selected areas of an image (e.g. specific areas that are overexposed). Start by adding a Layer and selecting the Brush. You can alter the Brush Size and Hardness, Erase Local Adjustments and customize local adjustments settings (e.g. **only display mask when drawing**).

Disable a Layer by removing the check mark in the Local Adjustments tool. The Background Layer cannot be disabled or deleted. Remember to select the Background layer to apply global changes to the whole image.

Local Adjustment tools

Several new local adjustment tools have been added to Capture One Pro 8. Like before, adjustments may be applied as layers, using either a brush or a gradient mask, where appropriate.

Capture One Pro 8 also introduces a new-dedicated local Repair tool, offering both **Clone and Heal** controls. Although their operation is similar there are differences between the way the two work.

The Clone tool simply copies pixels from one area of an image to another and is well suited to either duplicating or removing objects. Painting over an imperfection in an image using the Clone brush will replace that area with an exact copy of another part of the image.

The Heal tool works slightly differently. Capture One Pro automatically blends the colors and brightness of the sampled area with the adjacent pixels of the target area. For most repair work, particularly skin blemishes or large expanses of sky with a slight gradient, the Heal tool should be the first choice. Repairs along edges are more suited to the Clone tool.

For details of the local selection tools including the new additions, please follow the links (below) to the global adjustment tools. They mostly replicate the functionality of the global tools, however, saving User Presets isn't possible with the Purple Fringing tool.

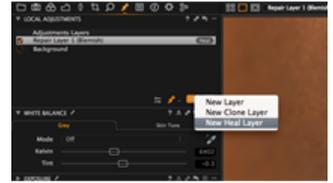
- [Exposure](#)
- [Color Editor](#)
- [Sharpening](#)
- [Moiré](#)
- [White Balance](#) (new)
- [HDR](#) (new)
- [Noise Reduction](#) (new)
- [Purple Fringing](#) (new)
- [Clarity](#) (enhanced)



Add or remove a new layer

1. Go to the [Local Adjustments Tool Tab](#).
2. Click plus/minus icon to create or delete a new **Clone**, **Heal** or **Adjustment** layer. Up to 16 individual layers can be added.
3. Name the **Layer** or press return and it will be named Layer 1,2,3 (Clone/Heal/Adjustment) etc.
4. To switch between the Clone, Heal and Adjustment options without deleting the layer, , click the button displaying the current layer type in the Local Adjustments tool and make the selection from the pop-up menu.

Note: A layer that is currently selected is highlighted in orange.



Draw a mask and apply local adjustments in a layer

1. Go to the [Local Adjustments Tool Tab](#).
2. Select a layer in the Local Adjustments tool. (It will turn orange once active).
3. Select the Brush icon in the Local Adjustments tool or the [Cursor tool bar](#). Long press the Brush icon and choose the **Always Display Mask** or **Only Display Mask When Drawing** option. The cursor changes to a (double) circle with a cross-hair indicating the center of the brush.
4. Draw a mask on the image. The selection will appear in semi-transparent red. Remove any unwanted part of the mask by selecting **Erase Mask** and drawing over the semi-transparent red areas.
5. Select a tool (e.g. Exposure) and adjust by dragging a slider.
6. If selecting the **Heal** or **Clone** option, Capture One Pro automatically selects the source point after drawing. If the appearance of the target area doesn't match the surrounding pixels when using the Heal tool, click on the source point and drag it to set your own sampling point. The source point can be moved anywhere within the viewer.
7. Remember to select the Background Layer in the Local Adjustments tool to make any global adjustments to the whole image.

Note: When using the Clarity tool select the Method from the Background layer, as the type is locked when the Adjustment layer is selected.

Tip: Switch between the Draw and Erase brush tools by using the keyboard shortcuts b and e.

Selection points

A single Selection point will appear close to the first application of a brush mask in an adjustment layer or source point in a repair layer, regardless of whether it's a series of brush strokes or a single stroke. One Selection point will appear per layer, and will change color from silver to orange when active. Clicking on one will select that layer, making it an efficient way to move between adjustments.

To reposition a brush mask in an adjustment layer

1. Select the relevant layer from the Local Adjustments Tool, or click on the relevant selection point in the image viewer. Note, the selection point will change from silver to orange when selected.
2. Click the selection point and drag to the desired location. The mask will move with the selection point.
3. If Selection Points aren't already selected from the Brush tool menu, command-click on the mask instead and then drag to the new position.

To set a source point and reposition a brush mask in a Clone or Heal layer

1. Select the layer from the Local Adjustments Tool.
2. Set a source point using option-click.
3. Option-click on either point and drag to re-position.

Change brush size and hardness

1. Select the Brush icon in the Local Adjustments tool or the [Cursor tool bar](#).
2. Right click anywhere in the image [Viewer](#) or click on the Brush Settings (icon circled in blue).
3. A Brush Settings panel will appear. Adjust the sliders to set the desired size and hardness of the brush.

Tip: Use square brackets (on the keyboard) to quickly adjust the size of your brush. Press [or] to decrease or increase the brush size respectively.

Enable pen pressure support

Capture One Pro can detect the pressure applied when using any type of pen and graphics tablet from manufacturers such as Wacom.

1. Select the Brush icon in the Local Adjustments tool or the [Cursor tool bar](#).
2. Right click anywhere in the image [Viewer](#) or click on the Brush Settings (icon circled in blue).
3. A Brush Settings panel will appear.
4. Now check mark the **Use Pen Pressure** option box.

Tip: Use the other end of a Graphics Tablet pen as an eraser. Alternatively, press and hold the alt key (Mac/PC) to change the Brush tool into an eraser.

Use the auto mask: Part 1

The Auto Mask function is ideal for making quick selections of defined areas such as the sky in a cityscape image or a (plain) background in a studio model shoot.

1. Select the Brush icon in the Local Adjustments tool or the [Cursor tool bar](#).
2. Right click anywhere in the image [Viewer](#) or click on the Brush Settings icon.
3. A Brush Settings panel will appear. Check mark the **Auto Mask** option box.

Use the auto mask: Part 2

1. Go to the [Viewer](#). [Adjust the size of the brush](#) and draw over the desired areas.
2. Enlarge the zoom slider to get a closer view of the edge of your selection; in this case where the sky and buildings meet.
3. Notice that the cursor has two circles with a cross in the middle. It is important to ensure that the inner circle only comes into contact with areas that you want included in the selection. Do NOT let the inner circle touch any areas that you want omitted from the selection; in this example, the inner circle does not touch the buildings.
4. It is best practice to apply numerous small selections instead of a single large one. Once you've finished, the (semi-transparent red) mask will snap into place. In this example, only the sky is selected.
5. If there are any unwanted parts of the mask, remove them by selecting the **Erase Local Adjustments** (e) brush and drawing over the semi-transparent red areas.
6. Remove the semi transparent red mask by selecting the **Never Display Mask** from the drop down menu in the Brush tool.
7. Make any necessary adjustments once the selection is complete. Here, the Exposure, Contrast and Saturation sliders have been adjusted.
8. Remember to select the Background Layer to make any global adjustments to the whole image.

Copy and invert a local adjustment selection

1. Go to the Local Adjustments tool.
2. Select a layer with an existing mask.
3. Copy the local adjustment selection from one layer to another layer by clicking on the action menu (three dots) icon and selecting the **Copy Mask From** option.
4. Invert a local adjustment by selecting the **Invert Mask** option from the action menu.
5. Now apply any desired adjustments to this new selected area.

Fill mask

The Fill Mask option (in the action menu) is ideal to quickly fill in large or intricate areas of a layer mask selection.

1. Draw around the edge of the area that you want to select.
2. Ensure that the selection joins up. See the example (top) photograph where there is a continuous selection around the water of this aerial coastline image.
3. Go to the action menu icon and select **Fill Mask**.
4. Now apply any desired adjustments to this selected area.

Draw with a particular local adjustment directly

1. Go to the [Local Adjustments Tool Tab](#).
2. Select a layer in the Local Adjustments tool. (It will turn orange once active).
3. Long press the **Brush** tool and select **Never Display Mask** from the drop down menu.
4. Select one or more tools and set the slider to a particular value. In this example the Exposure and Contrast sliders were adjusted.
5. Draw the local adjustment. In this example the eye (on the left) has

been selected.

6. If needed, long press the Brush tool and select **Erase Local Adjustments** to remove any unwanted areas of the mask.

Tip: Use the keyboard shortcuts b and e to switch between the Draw and Erase brush functions tools respectively.

Note: An active layer is highlighted with an orange check mark. To deselect the effects, uncheck the adjacent box.

Create a gradient mask

1. Go to the [Local Adjustments Tool Tab](#).
2. Long press the Brush tool and select **Gradient Mask (g)** from the drop down menu.
3. Click and drag the cursor over the desired image area in the [Viewer](#). A new layer will be automatically created.
4. The graduation will be denser from where you first click on the Viewer and fade to the point of where you drag and release. If you're not happy with the selection, a new graduation can be made to instantly override the previous section.
5. Adjust the sliders in the Color Editor and/or the Exposure, Sharpening, Moiré and Clarity tools as desired.
6. A Gradient Mask can be edited by using the **Erase (e)** or **Draw Mask (b)** brush.
7. The Gradient Mask adjustment layer can also be [copied and applied](#) to other image files.



Learn more

Go to the [Tips and Tutorial](#) section to get expert advice including how to [Add Contrast in a Local Adjustment Layer](#) and [invert a mask](#).

Styles and Presets

STYLES / PRESETS / METADATA / VIEWING IMAGES

Find out how to create and apply Styles and Presets.

Styles overview

- Using Styles can optimize workflow and save time when you need to apply a certain look to multiple images.
- A Style can comprise of a number of different settings including adjustments, lens correction, keystone, base characteristics and metadata information.
- You can create your own Style from the Adjustments Tool Tab. Any combination of settings that are copied to the Adjustments Clipboard can be saved as a new Style.
- Built-in and User Styles can be accessed in the Styles Library. (Adjustments>Styles>Built-in Style).

Apply a style ^{Pro}

1. Select an image in the [browser](#).
2. Select the Style icon in the top tool bar. Note: You can add/remove icons. See [Customize the Toolbar](#). If you have Quick tab then click Styles & Preset tool. For more details on the Tool tab, see [Workspaces](#).
3. Select the **Built-in-Styles** or **User Styles** and preview the look of your image while scrolling the list of existing styles.
4. Select the desired Style to apply it to the image.

Create a style ^{Pro}

Perform your preferred editing changes, select the image and follow these basic steps:

1. Go to the [Adjustments Tool Tab](#).
2. Go to the **Styles & Presets** tool and click on the + (plus) icon or select **Save User Style** from the drop down menu.
3. The Save dialog will open. Uncheck the settings that you do not want to include in the Style.
4. Name and save the Style.
5. Go to the drop down menu in the Styles & Presets tool and select **User Styles** to access all saved Styles for future use.

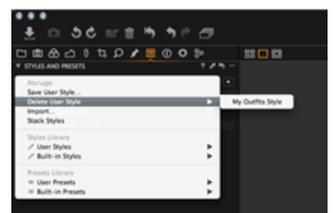
Tip: Press F2 or select Image>New variant to get a copy of the original photo. This way you can work on the style while comparing the original to the altered photo.

Once a Style is saved on your computer it can be imported and shared by other users. The Capture One style format **.costyle** can be copied to other computers or platforms.



Delete a style

1. Go to the **Styles & Presets** tool and select **Delete User Style** from the drop down menu.
2. Select the **User Style** that you want to delete. A Delete dialog box will open.
3. Press **OK** to confirm that you want to delete this Style.



Preset overview

- A Preset is a group of settings belonging to one tool. For example, you can create a Preset containing keywords from numerous metadata categories (E.g. IPTC Contact and IPTC Image).
- A Style can contain any number of Presets or ungrouped settings.

Create a preset

1. Click on the **Manage Preset** icon at the top of a tool.
2. Select **Save User Preset...** from the drop down menu.
3. A dialog box will open. Name and save the Preset.

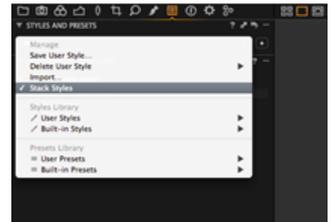
In some cases the creation of a Preset involves taking an extra step. See [To create a Metadata Preset](#) for more information.

Stack or un-stacked styles and presets

Presets are un-stacked by default (only one valid Preset related to a tool). In some cases it could be useful to stack and merge Presets. If you have more than one metadata preset you might not want these to be merged into a “collected” metadata preset (e.g. your profile and a client profile).

Access the Stack option:

- Go to the [Adjustments Tool Tab](#) and select or deselect the **Stack Styles** option in the Styles & Preset menu.
- Click on the Manage Presets icon for a particular tool and select or deselect the **Stack Presets** option in the menu.

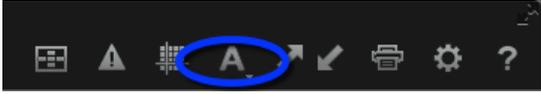


Learn more

- Always consider whether you want to include the White Balance setting in a Style. It is best practice to set this value manually.
- Applying more than one Style to an image will result in the latest applied Style overriding any previous settings. (This will happen as the two Styles may, for example, have two different Exposure settings).

Global Auto Adjustments

Global Auto adjustments can correct six parameters including the White Balance, High Dynamic Range, Levels and Rotation.



Apply global adjustments

Global Auto adjustments can be applied by pressing the large A icon found in the toolbar. This Auto adjust feature can correct six parameters including the White Balance, High Dynamic Range, Levels, Rotation and Keystone*.

Click and hold the A icon to reveal a drop down menu and checkmark the options that you want to automatically adjust. (These options can also be accessed and selected in the Adjustments>Auto Adjustments menu item).

*Auto Keystone adjustment is only applicable to images captured with a Phase One IQ series digital back.





Organizing Photos

Capture One provides a variety of ways to organize your images. You can add metadata to images and use search and filter to organize your photos.

Catalogs

Create and utilize a catalog in Capture One Pro

Working in Sessions ^{Pro}

A Session can be used as a project container to store folder locations. Find out more...

Albums and Folders

Use albums and Selects Folder as a key organizing element in a Capture One Session or Catalog.

Smart Albums

A Smart Album is a filtered album containing a subset image collection. Discover the benefits.

Star Rate and Color Tag Images

Use stars ratings and color tags to help organize images.

Search and Filters

There are numerous ways to search an image collection to help you find, sort and organize images.

Keywords

Capture One Pro 8 allows keyword tags to be added as searchable metadata using a new dedicated tool, and adds the timesaving hierarchal keywording feature from Media Pro.

Metadata

The Metadata tool allows you to insert keywords and specific information in addition to the basic metadata from a camera. Find out more...

Glossary

Commonly used terms explained...

Catalogs

Create and utilize a catalog in Capture One Pro

For more information, go to the [main Catalog section](#).

Create a catalog

1. Select File>New Catalog... Or use keyboard shortcut Shift+Cmd+N.
2. A dialog box will appear. Fill in the Name field, choose a Template if set-up (or leave blank) and select a Location for the catalog.

Find out more on creating a [Catalog Template](#).



Import images into a catalog ^{Pro}

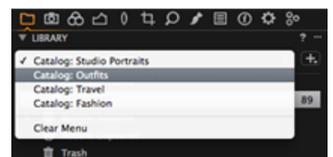
There are three ways to import images into a catalog in Capture One:

1. Import is the normal procedure. Press the import icon (arrow icon in middle or the top left of the user interface) or go to File>Import Images... Find out about the Import dialog box [here](#).
2. Shoot from a supported DSLR or digital back – Images will go to the active Catalog by default or it is possible to choose a location.
3. Import a Media Pro, Expression Media, Adobe Photoshop Lightroom or Aperture Catalog or Library. Go to File>Import Catalog and choose the appropriate catalog or library.

Please note that Capture One will only recognize image files and not PDFs and Word/Excel documents etc. There are certain limitations when importing images from other applications that Capture One will notify you about when importing.

Switch between catalogs ^{Pro}

1. Go to the Library tool tab and select a catalog from the drop down menu.
2. A catalog will open instantly [in a new window](#).



Folders tool

The Folders tool lets users see where catalog files are located. The subheading Catalog shows if there are any images placed inside the catalog.

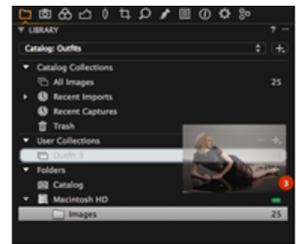
Essential information:

- Right-clicking on the folder will show a number of options including one to reveal the complete file system hierarchy.
- Click on the plus icon (circled) to add folders for the catalog database to recognize. This can be useful if you want to move images from one folder to a new folder. Remember to always complete actions like this within Capture One Pro so that the Catalog database can keep track of changes.
- Click on the minus icon (circled) to remove a folder from this section.

Organise a catalog: Create a group

1. Go to the Library tool and press the + (plus) icon at the top of the User tab.

2. Select one of the [four options](#).
3. In this example, a Group has been selected and it has been named *People*.
4. Next, it is possible to add a number of projects or albums within the group. An Album has been select to help organize the different models within the Studio Portraits catalog.
5. Drag and drop selected image files from the catalog into the newly created Album.



Shared catalogs ^{Pro}

It is possible for several people to share and work on the same catalog. it is also possible to lock a catalog (restricting it to a 'View Only' mode) to ensure no changes can be made to it.

To lock a catalog...

1. Go to File>Lock Catalog...
2. A dialog box will appear. Press the Lock button and the window will reopen.
3. A locked catalog can be opened by multiple users simultaneously, but no changes can be made to it. Notice the icon in the bottom right corner of the thumbnail. (See circled). All editing tools will also become disabled.
4. Go to File>Unlock Catalog... Press the Unlock button to remove the restrictions.

Learn more

Find more about [Catalogs](#) and the following subject matter:

- [Import and Name Files](#)
- [Filters](#)
- [Add Star Ratings and Color Tags](#)
- [Fixed Menus and Albums](#)
- [Offline Browsing](#)
- [Virtual Organization within a Catalog](#)
- [Catalog Strategies](#)
- [Catalog Templates](#)

Working in Sessions^{Pro}

SESSIONS / WORKFLOW / WORKSPACES

A Session can be used as a project container to store folder locations. Find out more...

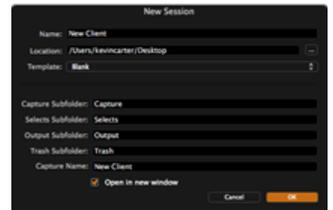
Use the Sessions function to organize all your work and any client project. Sessions enables you to store all files as a complete project that includes RAW files, setting files, library files, output files and paths to drives used in a project. For quick access and fast loading of folders you can create [favorite folders](#) for the locations used in a particular project.

Sessions are especially useful when you are shooting tethered. Simply [create a tethered session](#), plug in the camera and capture images directly to Capture One. This saves time compared to importing images after a shoot. [Shooting tethered](#) in Capture One can also help you get superior control. A shoot can be scrutinized as it happens, to help you fine-tune image parameters.

Create a new session

1. Select File>New Session. (Alternatively, go to the [Library Tool Tab](#) and press the + icon located next to the [Switch Session/Catalog](#) menu).
2. Name the Session.
3. Choose a Template if set-up (or leave as Blank).
4. Rename folders if desired.
5. Decide on the placement of the Session folders.
6. Press OK.

Find out more on creating a [Session Template](#).

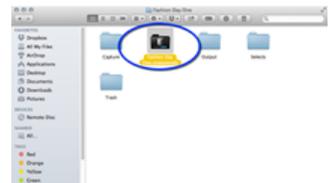


Open a session

Choose one of **four** ways to open a Session:

1. Choose File>Open. Next, Browse the Session file and open Sessionname.cosessiondb.
2. Choose File>Open Recent. Choose a Session (or [Catalog](#)) from the drop down menu. (This menu displays the previous ten sessions/catalogs).
3. Drag and drop the Sessionname.cosessiondb file on to the Capture One icon located in your Dock. (Mac)
4. Double click on the Sessionname.cosessiondb file and it will automatically open in Capture One.

Note: Once a session is completed, close the window; all adjustments to files are instantly stored.



Delete files from a session

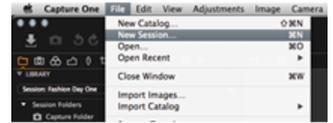
1. Select a file or [multiple files](#) to be deleted in the [Browser](#).
2. Press **Backspace** on your keyboard. Alternatively, press the [trash icon](#) on the [toolbar](#).
3. The files are placed in the Session Trash Folder, where they can be deleted or retrieved.
4. Empty the Session Trash folder by selecting File>Empty Session Trash.



Work in sessions simultaneously

1. When one session is open, choose File>Open Session.
2. Browse and open the next session file Sessionname.cosessiondb.
3. It is now possible to drag and drop image files from one Session to another.

Note: Capture One can handle numerous open Sessions at the same time.



Create a Session Template*

Making a Template allows you to create a new Session with a predetermined set of Session Albums and Session Favorites instead of starting from the presets. This may be a valuable time saving exercise if you adopt a complex hierarchy of nested Albums. Smart Albums complete with rules (search criteria and active filters) are duplicated from within the open Session.

1. Open a session and navigate to the Library with a set of Session Albums and Session Favorites that you intend to copy. Select File>**Save As Template...** A dialog box will open to save the file.
2. Choose a suitable name for the Template. Select **Save**.
3. From the Library, click on the **+** (plus) **with reveal** icon next to the Switch Session/Catalog menu and select New Session... Or select File>**New Session...** (shortcut Cmd+N). A dialog box will appear.
4. Select an appropriate name for the new Session, select a location for the Session to be saved to (or choose to retain the existing location), nominate the appropriate Session Subfolders as usual, and select the appropriate **Template** from the drop-down menu.
5. Check the box underneath to open the new Session alongside the already open Session, or uncheck to close the existing Session and open the new one.

Note: No images are copied into the Session when creating a Template. Also note, the process of creating a Session Template is similar to that of creating a Catalog Template, but the resultant files are not interchangeable.

Learn more

Tip: When **moving a Session**, the session subfolders should be linked relative, to assure automatic update of the link. If the link is absolute, you will loose connection to the folders when changing location.



Albums and Folders

FOLDERS / SMART ALBUM / RATING / FILTERS / METADATA

Use albums and Selects Folder as a key organizing element in a Capture One Session or Catalog.

Albums and folders

Album folders are virtual image collections. There are three primary ways to create a new Album:

1. Go to File>New Album.
2. Right click (and select New Album) in Library Tool.
3. Go to the User tab in the Library Tool. Press the + icon and select New Album.

Find out more about [Albums](#) and [how to use them here](#).

Add images to an album

A straightforward way to add images to a folder is to drag and drop (selected) thumbnails from the [Browser](#). Images can also be dragged from a Capture One folder to a file system folder and vice versa, if the operating system supports this action. You cannot drag images or groups of images into a Smart Album; only into a simple or favorite folder.



Selects folder

The Selects Folder (previously known as the Move-To folder) is automatically created when a new session is started. It is designed to enable users to quickly and easily move image files. Once an image is selected, users simply need to press the 'move to selects' button on the toolbar and the location of the file will change to the assigned folder* (see circled).

Tip: To quickly move an image to the Selects Folder, right click on a thumbnail in the browser and select **Move to Selects Folder**. Alternatively, use keyboard shortcut **Ctrl+J** (PC) or **Cmd+J** (Mac).

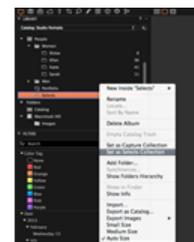
*The Selects Folder is located in the Session folder – between the Output and a Trash folder.

Selects collection

It is possible to assign any folder to make it a Selects Collection when you want to quickly transfer images from one folder to another. The Selects Collection function can come in particularly useful when you want to edit and move your best images into a different folder whilst browsing through multiple image collections.

1. Create and name a new Catalog.
2. Right click and select **Set as Selects Collection** to assign a folder.
3. Now browse image collections and click the Selects Folder icon (located in the top left tool bar) whenever you find an image that you want to add to the new folder.

N.B If you don't want to physically move the images, then create a [Smart album](#) to represent a collection of references to the images.



Learn more

Catalog functionality includes a Folders tool and numerous ways to organize your image collections. Find more about [Catalogs](#) and the following subject matter:

- [Folders tool in a Catalog](#)
- [Create a Album and Group in a Catalog](#)

- Virtual Organization within a Catalog

Smart Albums

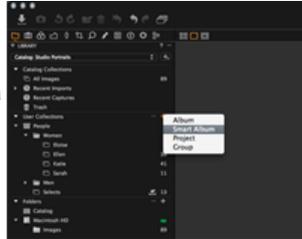
SMART ALBUM / FOLDERS / FILTERS / METADATA / BATCH RENAME / LIBRARY

A Smart Album is a filtered album containing a subset image collection. Discover the benefits.

Introduction

A Smart Album only contains the references and adjustments that will be applied to all views of the image. You can search and/or filter within a Smart Album. This will help to narrow down a collection of images to get a smaller subset to work on and accelerate workflow; e.g. Filter all images rated with three or more stars in the Smart Album that need retouching and finalizing.

Smart Albums will contain images located in a Catalog or Session folders (i.e. Session Folders, Session Albums and Session Favorites folders).



Create a smart album in the library tool

1. Select File>New Smart Album.
2. Name the Smart Album and add the filter criteria. If no filter criteria are selected, then the Smart folder will include all the images in the catalog or session folders (albums and favorite folders).
3. To populate the Smart Folder with images, see [Edit Smart Album](#).

Note: Several presets are available for ratings and color tags.



Edit a smart album

1. Right click on a selected Smart Album in the Library Tool and select **Edit Smart Album...**
The Filter Collection dialog box will open and display the criteria that were created earlier.
2. Change one or more criteria. Add more criteria by clicking on the + icon.
3. Press OK. The Smart Folder is now updated and will only contain images that match the filter settings.



Create a smart album from filtered collection with multiple criteria

1. Click the area (with three dots) on the right side of the search field. (This area is sometimes highlighted in orange). A Search Collection dialog box will appear.
2. Add custom fields by clicking on the + icon. Choose criteria from the drop down menus.
3. Any customized filter can be saved as a Smart Album by clicking **Create Smart Album** option at bottom of the dialog box
4. This Smart Album will now be located in the Library Tool with a default name. Give the Smart Album a name.



Can I use a smart album in a catalog?

Yes. Album folders are virtual collections that offer an easy way to organize images from different folders, without having to create duplicate images in the same folder. Smart Albums are populated automatically by images that match the album's criteria. Capture One comes with a selection of Smart Albums that are already set up in the library. You can also create your own Smart Albums.

Star Rate and Color Tag Images

RATING / SMART ALBUM / FILTERS / METADATA

Use stars ratings and color tags to help organize images.

Ratings and tags can be altered throughout the editing process. There are several ways to apply ratings and tags to help filter your image collection and make searching for files quick and easy. You can combine a star rating with a color tag or use one exclusively.

Add star ratings and color tags in the viewer

1. Color tags and star ratings can be selected in the bottom right corner of the **Viewer**.
2. Click on the box icon to select a desired color tag.
3. Press on a dot to star rate an image from 1 to 5.
Tip: Press 0 (zero) on your keyboard to remove a star rating.



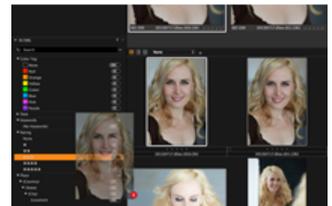
Add star ratings and color tags from the browser

1. Select a thumbnail in the **Browser**. (The thumbnails should be displayed in either the **grid** or **filmstrip** view).
2. Go to the ratings bar at the bottom of the thumbnail and click on the box icon to select a desired color tag or a dot to star rate an image from 1 to 5.
3. Alternatively, select the **list** view. Go to the Rating and Color columns to select a desired tag or star number.
Tip: Press 0 (zero) on your keyboard to remove a star rating.



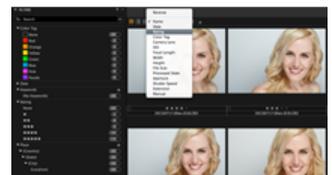
Add star ratings and color tags in the filters tool

1. Select **one or more** thumbnails in the **Browser**.
2. Drag and drop the thumbnail(s) on to the desired star rating or color tag in the **Filters tool**.
Tip: Press 0 (zero) on your keyboard to remove a star rating.



Sort images using star ratings or color tags

1. Go to **Sort** field at the top of the **Browser** and select **Rating** or **Color Tag** from the drop down menu.
2. Alternatively, go to the **Filters tool** (in the Library tool) and click on the desired number in color tag and rating tabs.
3. All images that match the selected rating or tag criteria will be displayed in the Browser.



Add star ratings from your keyboard

1. Select a thumbnail in the **Browser**.
2. Press numbers 1 to 5 on your keyboard to select a desired star rating.
3. Press 0 (zero) on your keyboard to remove a star rating.

Learn more

- Star Ratings and Color Tags are embedded into the metadata of an image. Go to the [Metadata Tool Tab](#) to view and alter a rating or tag.
- It is also possible to add Star Ratings and Color Tags via the [Capture Pilot app on the iPad](#).
- Right click on a thumbnail or on the image in the Viewer and select a desired rating or tag from the menu.
- Thumbnails (in Grid and Filmstrip View) have three display and edit options. Go to View > Browser Labels and select one of the three options:

Off - Star ratings and color tags disappear from view and are not editable from the thumbnail.

Edit mode – Star ratings and color tags can be viewed and editable from the thumbnail.

Status mode – Star ratings and color tags can be viewed but not edited from the thumbnail.

Search and Filters

FILTERS / SMART ALBUM / METADATA

There are numerous ways to search an image collection to help you find, sort and organize images.

Users can apply a simple text filter or use the [Filters Tool Tab](#) to quickly locate image files that have a colour tag or star rating. Filtered images (in a Catalog, actual folder, Session, album, and Smart Album etc.) are displayed in the [Browser](#).

Filters tool

The [Library Tool Tab](#) has a Filters tool that is useful for global searches or groupings. There are a number of ways to use the different filters:

Filter by Star rating and/or Color tag

Ensure that you have [applied color tags and star rating](#) to an image collection.

1. Go to the Filters tool in the [Library Tool Tab](#).
2. Notice that there are numeric indicators that let users see how many images have, for example, a 5 star rating and/or a color tag. (The number next to the relevant color or star in the Filters tool tab represents how many images fulfill that criterion).
3. Click on the number (that is adjacent to the star rating/color tag) to filter all the images with those particular criteria so that they appear in the browser. (The active filter will have an orange dot next to the number).
4. In this example all images that have a 5 Star rating have been filtered. Click on the orange dot to deactivate the search.

Follow this procedure to filter images by other criteria such as Keyword, Place and Format. (Find out how to add more search criteria [below](#)).

Add more filters

Add more filter criteria to the Filters tool tab to help refine your image search.

1. Go to the Filters tool in the [Library Tool Tab](#).
2. Click the action menu icon (three dots) at the top of the Filters tool.
3. Select Show/Hide Filters... An option box will appear.
4. Check mark the criteria that you want to add to the Filters tool.

Use text to filter a collection

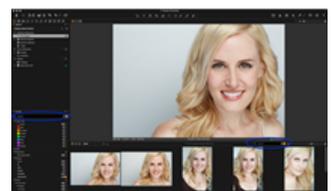
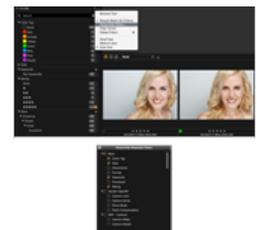
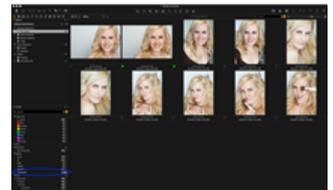
1. Insert text into the search field at the top of the Browser or in the Filters tool. (These search fields are circled in the example image).
2. The results will change in the browser as you type. Adding multiple words will produce a search with resulting images that contain one or all of the inserted search terms. E.g. Inserting "blue red phase" will produce resulting images that contain either blue or red, or phase in any metadata field or in the filename.

Tip: Press the magnifying glass icon (on the left of the search field) to quickly filter images using a color tag or star rating.

Create a custom filter

Filter an image collection using the Search Collection dialog box.

1. Click the area (with three dots) on the right side of the search field. (This area is sometimes highlighted in orange). A Search Collection dialog box will appear.
2. Add custom fields by clicking on the + icon. Choose criteria from the



drop down menus.

3. Any customized filter can be saved as a [Smart Album](#) by clicking **Create Smart Album** option at the bottom of the dialog box.

An image collection can be filtered by rating, or by combining a rating and a color filter. This will help narrow down a search to find images that contain a specific rating and a certain color tag.

Note: If a rating has been applied, a filter will not take effect until a thumbnail has been deselected (when the white border is removed).



Keywords

Capture One Pro 8 allows keyword tags to be added as searchable metadata using a new dedicated tool, and adds the timesaving hierarchal keywording feature from Media Pro.

Organizing images in Projects, Albums and Smart Albums will help you to locate images in Capture One, however when photographs are submitted to a photo-agency, stock library or client, your images will be stored according to their own procedures. While stock libraries will have specific guidelines for keywords, it is still good practice to adopt keyword tags to help find photos at a later date.

The new Keywords tool in Capture One Pro 8 provides a simple way to apply keyword tags including timesaving hierarchal keywording to help users categorize, search and find images.

Keyword tags applied to Raw files are stored in the Capture One Metadata settings file and saved in Sidecar XMP files along with any adjustment settings upon exporting. If embedded data is preferred, deselect Prefer Sidecar XMP over Embedded Metadata in the [Preferences](#) pane. However, Capture One embeds keyword tags in JPEGs and TIFFs as metadata during export.

Apply keyword tags to images

1. Go to **Keywords** tool found by default under the [Metadata Tool Tab](#).
2. Next select the image or images from the browser that you want to add the keyword tags to. Note, keywords cannot be generated in the Keyword tool unless images are selected first.
3. Type the chosen keyword in the field labeled **Enter Keywords...** in the Keywords tool. Or, click on the **+ (Plus)** icon in the dialog box and type the keyword. Enter multiple keywords using comma (,) to separate individual keyword tags. Note the space key does not act as a separator.
4. Press the **+ (Plus)** icon, press enter to apply the tag to the selected image or images.
5. To add another keyword tag or set of keywords, repeat from step 3.

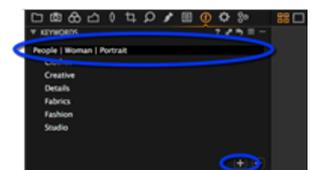
Capture One has an auto-fill function for all Metadata fields including Keyword tags. As you start to type, Capture One will suggest keyword tags from those already added to the list. Click on one to select it, or scroll and click to select from a list, or use the up/down keys then press enter.

Enter hierarchal keywords

1. Go to the [Metadata Tool Tab](#) and select the images that you want to add the keywords to.
2. Select the **Keywords** tool and enter hierarchal keywords in the **Enter Keywords...** field using pipe (|) or greater than (>) as separators. For example; People | Woman | Portrait... or People > Woman > Portrait... Hierarchies can also be added in ascending order using the less than (<) symbol as the separator; Woman < Portrait < People. Note neither the space key or hyphen act as a separator.
3. Alternatively, press the **+ (Plus)** icon in the **Keywords** tool and type the parent keyword. Press the **+ (Plus)** icon second time to add the child keyword. Repeat the process to add new child keywords to the hierarchy.
4. Press enter to assign the keywords when using the Keywords tool.

To amend an existing hierarchal set of keywords, click on the keyword displayed in the Keywords tool and drag it to the relevant position in the hierarchy, and press enter.

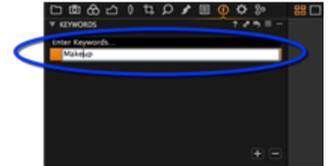
Note: Keyword tags entered into the Keyword tool may be saved as a [User Preset](#). This is a quick and easy way to add extensive keyword lists to a series of images. There are no limits to the number of presets that can be saved, and the presets may be stacked allowing multiple lists to be applied.



Edit mistyped keywords

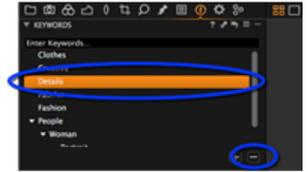
Capture One has an auto-fill feature for faster keywording and if mistyped keywords are suggested it's easy to correct them.

1. From the **Keywords** tool located in the Metadata Tool Tab, select the suggested keyword in the panel. Or, select an image with the misspelled keyword and select the tag from the panel.
2. Right-click on the keyword and retype the keyword.



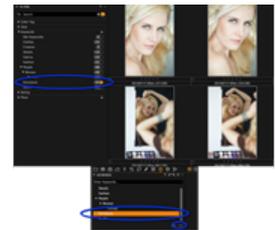
Delete keywords from images

1. Go to the Metadata Tool Tab, and select the **Keywords** tool.
2. Select the images to remove the keywords from.
3. Select the keyword in the **Keywords** tool panel.
4. Click on the **- (Minus)** icon to remove the keyword.
5. Repeat to remove additional keywords.



Delete keywords from a Catalog or Session

1. Select **All Images** from the Catalog or Session located in the **Library** under the **Library Tool Tab**.
2. Go to the **Filters** tool located by default under the **Library** tool tab.
3. Under **Keywords**, select the mistyped keyword from the list. This will highlight all the images with the keyword applied.
4. Select all the images shown and then navigate to the **Metadata Tool Tab** where the keyword will be displayed in the **Keywords** tool.
5. Click on **- (Minus)** icon to remove the keyword.



Enter keywords from the Filters tool

Keywords may also be added from the Filters tool located by default under Library Tool Tab, but the primary purpose of this tool is to tag images in bulk.

1. From the **Library Tool Tab**, go to the **Filters** tool and select the **Keywords** panel.
2. Click on the **+ (Plus)** icon. Type the keywords directly in the active field of the dialog box that opens above the main viewer. Separate individual keywords by commas. Enter hierarchical keywords using pipe (|) or greater / less than (> / <) symbols as separators.
3. Press **OK** to add the keywords to the database inside Capture One. Keywords added this way are available across all catalogs and sessions.
4. Drag and drop thumbnails from the browser onto the relevant keyword listed in the **Keywords** panel to apply the tags.

Note: Mistyped keywords may be corrected before pressing OK to enter them in the Capture One database, but **not afterwards**. If a mistake is noticed after applying the keyword tag to images from the Filters tool, it can only be amended from the Keywords tool located by default under the **Metadata Tool Tab**. Select the tagged images, then select the keyword from Keywords tool and press the **- (Minus)** icon. Note, the keyword is not removed from the database.



Metadata

METADATA / PRESETS / RATING / FILTERS

The Metadata tool allows you to insert keywords and specific information in addition to the basic metadata from a camera. Find out more...

Introduction

Metadata can be very useful when organizing photos or used to simply brand images with some indications of the image type or photo creator. You can set up your own metadata stamps (e.g. copyright, client profiles) and apply these to multiple images. It is also possible to create your own Metadata Presets (a collection of values).

Add metadata by inserting keywords in the Metadata tab. Alternatively, add metadata to images by applying a Style or a Preset. Metadata Presets can be applied as a Style containing a number of presets, or as one preset containing metadata from one metadata category.

Create a metadata preset

1. Go to the **Metadata** tab and insert keywords and info into one or more of the metadata categories.
2. Click on the small preset icon and select **Save User Preset**. The Save Preset window will open.
Note: The **Save Preset** dialog box enables users to uncheck specific metadata details that you want stripped from an image ([see below for details on stripping](#)).
3. Uncheck any unwanted metadata values and press the Save button. The Save Dialog will open.
4. Name and save the Preset.

You have now created a Metadata Preset. There is no limit to the number of saved metadata presets. It is possible to apply any number of presets to any number of images, referred to as Stacked Presets. See [Styles & Presets](#).

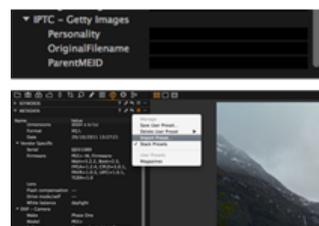
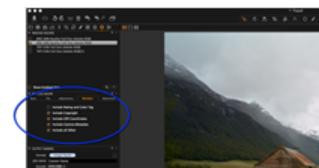
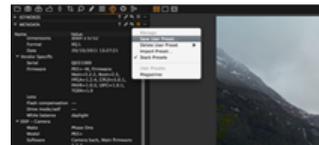
Strip specific metadata from output files

1. Go to the **Output Tool Tab** and click the Metadata tab in the **Process Recipe** tool.
2. Uncheck the metadata categories you do not want to include in the output file.
Your current Process recipe is now updated containing the checked categories only.

Manually or automatically add Getty images metadata fields

1. Go to the **Metadata Tool Tab** and select the **Getty Images** tab.
Fill in the contributor Getty Images specific fields here.
2. Alternatively, click on the **Manage Presets** icon and select the **Import Presets...** option.
Now it is possible to select any relevant (.txt etc) file to automatically add metadata info.

Activate or deselect auto sync sidecar XMP



- Go to Capture One (in the top menu bar) and select Preferences. Click on the Image icon in the Preferences dialog box. Now choose one of the three options from the Auto Sync Sidecar XMP drop down menu (in the Metadata section).

Note: To quickly reload or Sync Metadata, select the Metadata tool and click on the action menu (three dots) icon and choose one of the two (reload or sync) options.



Learn more

Metadata is stored in the Capture One settings file and can be embedded in the output file (e.g. JPG) if desired. You can change the Basic metadata such as the filename, rating, caption and copyright. You can also set Caption and Copyright information when importing photos. This saves time when you need to process a batch of photos or produce a [Web Contact Sheet](#). In some cases, you might want to strip metadata from an output file and this can easily be achieved by creating a [Process recipe](#).



If you have metadata related to a raw file in a standard metadata format like XMP (Extensible Metadata Platform) then Capture One will automatically reload the metadata and merge the .XMP sidecar with the metadata already created in Capture One.

Capture One can read and store metadata in the following four formats: Embedded EXIF, Embedded IPTC-IIM, Embedded XMP and .XMP Sidecar file – these four types of metadata will be automatically updated and read.

Reloading and auto load

View any changes made to metadata in an external application (e.g. Media Pro) by pressing Reload in the Metadata tool's action menu.

You can set Capture One to auto load metadata by checking the Auto load checkbox in Preferences>Image>Metadata. You also can also sync the metadata between the Variant and the XMP sidecar. If no preferred sync option is checked the software will use the sidecar values. Otherwise the embedded Capture One values will be applied.



Text completions

Capture One has a text completion function for all Metadata (text) fields. Capture One remembers text that a user has previously entered for each field in the Metadata Inspector. The text will be saved to User Defaults.

Previously entered text will appear in a popup list when a user is editing field text. Press the return key to select the text.

Go to the action menu (three dots) icon and select Reset Metadata Completions to clear any previously entered text. (Warning: This action cannot be undone).



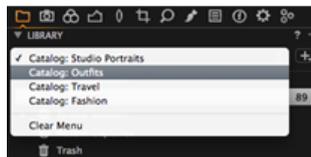
Glossary

Commonly used terms explained...

Catalog

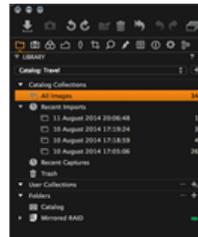
A catalog is the primary method of file organization and viewing in Capture One Pro. A catalog contains all the information needed for Capture One Pro to find and display any image added to the Catalog. The information includes how the images are organized in the catalog, metadata and even what visual adjustments are made to the images. The location of the actual image files can be on any disc location but can also be placed inside the catalog file itself. It is also possible to shoot directly into a catalog from a supported tethered camera. There are many ways to implement Catalogs in your workflow, giving you the freedom of choice to create the image library for your needs.

A catalog can store single image files, Projects, Albums, Smart Albums and Groups.



Fixed menus and albums in a catalog

Once a catalog has been created, it will contain a fixed window. The content of the fixed window cannot be changed and shows fixed collections of all the images in the current catalog, recent imports, recent captures and the trash. The last ten Imports and last ten Capture sessions are always available to view here as a fixed album.

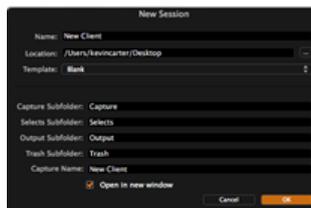


Sessions

Sessions allow you to store all files as a complete project that includes RAW files, setting files, library files, output files and paths to drives used in a project. For quick access and fast loading of folders you can create favorite folders for the locations used in a particular project.

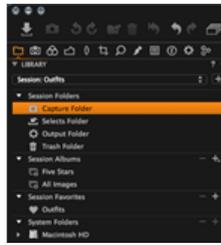
A Session is useful when you are shooting tethered. Simply create a session, plug in the camera and capture images directly to Capture One. This saves time compared to importing images after a shoot.

A Session can easily be moved to another computer or another physical disc drive. As all necessary files are saved inside the Session folder by default, you can work on the Session from any computer.



Session folders

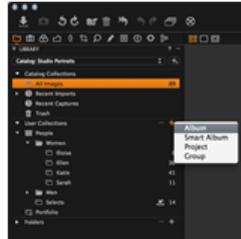
Sessions Folders are created as part of Session. They include the Selects, Output, Trash and Capture Folder. Each folder can be selected and will display the contained image files in the browser. Right click on the folder for further options.



Albums

An album contains a fixed number of images. Drag and drop images into an album from the [browser](#). Images can also be dragged from a Capture One folder to a file system folder and vice versa, if the operating system supports this action. You cannot drag images or groups of images into a Smart Album; only into a simple or favorite folder.

An image can be put into several albums without creating copies or using more hard disk space. This saves on hard disk space and makes for easier organization. Any edits applied to an image in one album will be reflected in all other albums that contain the same image.



Smart album

A Smart Album only contains the references and adjustments that will be applied to all views of the image. You can search and/or filter within a Smart Album. This will help to narrow down a collection of images to get a smaller subset to work on and accelerate workflow; e.g. Filter all images rated with three or more stars in the Smart Album that need retouching and finalizing.

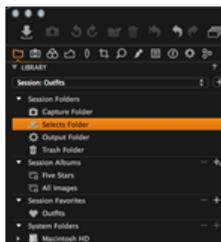
A Smart Album is cached enabling rapid access and will contain images located in a Catalog or Session folders (i.e. Session Folders, Session Albums and Session Favorites folders). If you select a folder in the Library and filter it, you can create an empty Smart folder, as the images in the filter result will not be in any Sessions folders.

A Smart Album that shows, for example, all 5 star images will change if you add or remove 5 star images from other albums or [Favorite Folders](#).



Selects folder

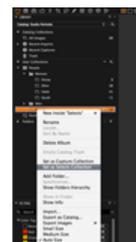
The Selects Folder (previously known as the Move-To folder) is automatically created when a new session is started. It is designed to enable users to quickly and easily move image files. Once an image is selected, users simply need to press the 'move to selects' button on the toolbar and the location of the file will change to this assigned folder.



Selects collection

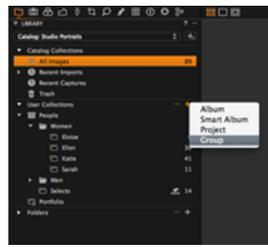
The Selects Collection is used within a catalog. It functions in the same way as a [Selects Folder](#) although it is worth noting that when images are moved to the Selects Collection it does not need to move them on disk.

It is possible to assign any folder to make it a Selects Collection when you want to quickly transfer images from one folder to another. The Selects Collection function can come in particularly useful when you want to edit and move your best images into a different folder whilst browsing through multiple other image collections.



Groups

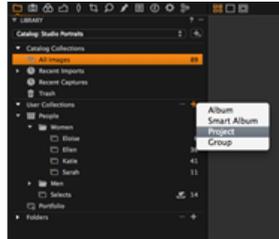
A group is a freeform organizing item commonly used within a catalog. It can contain other groups, projects and albums etc. - it is a simple way to group items. (A project in contrast will limit the search scope of, for example, smart albums within it and cannot contain other projects).



Projects

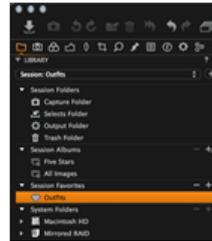
Organize your images into albums, your albums into projects and your projects into groups. It is easy to drag and drop images between collections within different projects.

You can search and filter images within a project. A project will limit the search scope of, for example, Smart Albums within it and it cannot contain other projects.



Favorite folders

A Favorite Folder enables quick and easy access to a folder in a session. A search within a Session will also include the contents of a Favorite Folder.



Hot folder

If Capture One does not provide tethered support for a camera, it is possible to shoot tethered using a camera's proprietary software and a Hot Folder. A Hot Folder, in essence, will make Capture One auto select the newest images added to a (capture) folder.





Optimizing Your Workflow

Capture One provides a wide range of customization options that enables users to approach tasks in different ways. This section provides background information about customization and workflow tips.

Workflow Tips

Learn how to copy adjustments from one image to another, view before and after images and how to reset and undo image adjustments.

Preferences and Customization

Customize Capture One to support your specific workflow, needs and preferences. You can customize the toolbar and setup your own workspaces.

Shortcuts

Get an overview of all the keyboard shortcuts and create your own with this easy to follow guide.

Change the Default Settings

Capture One automatically selects a recommended default setting for all image files from recognized cameras. It is also possible to apply a user defined default setting.

Workflow Tips

WORKFLOW / COPY AND APPLY / CUSTOMIZATION / PREFERENCES / WORKSPACES

Learn how to copy adjustments from one image to another, view before and after images and how to reset and undo image adjustments.

Local copy and apply

Copy and apply adjustments made with a tool to one or more images.

1. Press the [Edit Select Variants](#) icon.
2. Select the image that you want to copy the adjustment from in the browser. (The thumbnail will have a thick white boarder).
3. Now select the image thumbnails that you want to apply the adjustment to. (The thumbnail(s) will have a thin white boarder in the browser).
4. Press the small double-ended arrow icon on the tool. A dialog box will appear.
5. Press Apply at the bottom of the dialog box. The adjustment will be applied to the selected images.

Quick local copy and apply

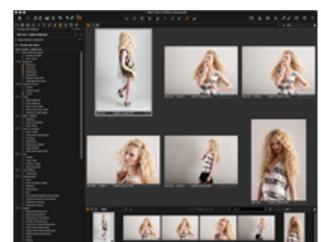
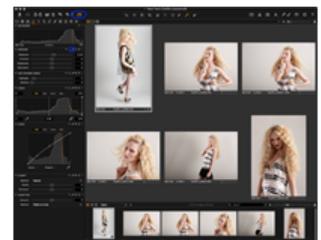
Instantly copy adjustments made with a tool to one or more images.

1. Press the [Edit Select Variants](#) icon. (See circled in the toolbar)
2. Select the image that you want to copy the adjustment from. (The thumbnail will have a thick white boarder in the browser).
3. Now select the image thumbnails that you want to apply the adjustment to. (The thumbnail(s) will have a thin white boarder in the browser).
4. Hold down the shift on your keyboard and press the small double-ended arrow icon on the tool. (See example circled at the top of the Levels tool).
5. The adjustment will be instantly applied to the selected images.

Local copy and apply using the clipboard

Copy adjustments made with a tool to the Clipboard and apply to one or more images.

1. Select the image that you want to copy the adjustment from. (The [thumbnail will have a thick white boarder in the browser](#)).
2. Press the small double-ended arrow icon on the tool. A dialog box will appear.
3. Press Copy at the bottom of the dialog box.
4. Select the image thumbnails that you want to apply the adjustment to in the [Browser](#). Press the [Edit Select Variants](#) icon.
5. Select the [Adjustments Tool Tab](#). Notice that the copied adjustments will have a check mark next to them in the Adjustments Clipboard tool. Deselect any adjustments with a check mark if you do not want them applied to the selected images.
6. Press Apply at the bottom of the Adjustments Clipboard tool. The adjustment will be applied to the selected images.



Global copy and apply

Perform a Global Copy and Apply of adjustments made in all tools to other images.

1. Press the left arrow (located in the top right of the user interface) to copy all the adjustments made to an image.
2. Alternatively, go to the [Cursor Tools](#) and select the Copy Adjustments arrow.
3. Select all the images that you want to apply the settings to in the [Browser](#).
4. Apply the adjustments by pressing the right-arrow (Paste) in the top toolbar or in the Cursor Tools.
5. All changes made to an image can also be saved as a Style. See [To create a Style](#).



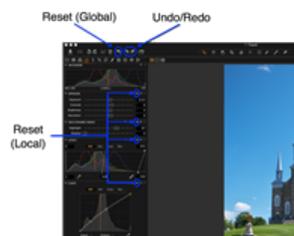
Reset and undo

Reset (Global): Press this icon to reset all applied adjustments to an image.

Reset (Local): Most tools have an individual reset icon. Press this icon to reset any adjustments made by a specific tool.

Undo/Redo: Press the icon on the left to undo the last adjustment or action. You can continue to press this icon to undo all previous adjustments or actions. The Redo icon (on the right) will become active as soon as the undo button is pressed.

Find out more about [Customizing the toolbar](#).

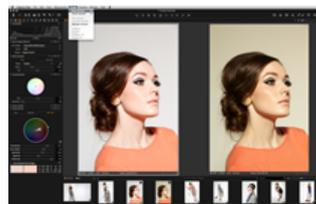


Variants and clones

See Before and After Images

See two versions of an image in pre and post production once you've applied your adjustments. Working with Variants or Local Reset can help you compare these images.

1. Press F3/F7 (Mac/PC) to get a Clone Variant of a selected image. Alternatively, go to Image>Clone Variant. (This will produce another preview of the selected image with the same adjustments applied).
2. Press F2/F8 (Mac/PC) to get a New Variant to create a preview of the same image that has had no adjustments applied. Alternatively, go to Image>New Variant. (The New Variant is, in essence, a duplicate of your original RAW file).
3. See before and after images (in the Viewer) by selecting both the primary variant and new variant in the [Browser](#). Ensure the [Multi View icon](#) is selected.
4. Alternatively, press ALT and click [Local Reset button](#) while holding and releasing the mouse button down to toggle a chosen tool's adjustments on and off.



Primary variant or selected variants

Press this icon to toggle between editing the Primary Variant (the thumbnail in the browser with the thick white border) and editing Selected Variants (all selected images in the Browser). If the Primary toggle button is not selected then edit actions are only performed on the Primary Variant. Learn how to [select and view multiple images](#).

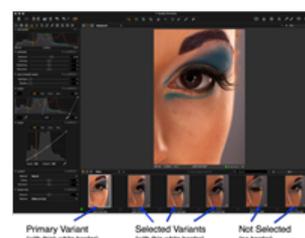
It is important to ensure the Edit Selected Variants is activated when you want, for example, to copy adjustments from one image and apply them to other selected image files. See [Global Copy and Apply](#) and [Local Copy and Apply](#).



Quick guide: Primary and selected variants

Primary Variant: This, in essence, is the selected image that you want to edit. The Primary Variant has a thick white border when viewed in the browser. Use the Primary Variant to [copy adjustments](#) to other Selected Variants.

Selected Variant(s): A thin white border is present on all Select Variants in the Browser. Press the [Edit Selected Variants](#) icon to apply adjustments to these files. These thumbnails can also be displayed in the Viewer. Learn how to [select and view multiple images](#).



Also see [Global Copy and Apply](#) and [Local Copy and Apply](#).

N.B. Only selected thumbnails/Select Variants have a white boarder.

External editing (Edit with.../Open with...)

Complementary editing with third-party software, such as Adobe Photoshop, is available using either the new Edit With... or Open With...commands.

Edit with an external editor

This feature allows you to export images to an external image editor, such as Adobe Photoshop, and automatically import them back into Capture One. This 'roundtrip' capability allows you to seamlessly integrate your workflow with Photoshop. Images may be exchanged as either 8-bit or 16-bit TIFF files, or 8-bit JPEGs.

1. Select the image variant from the browser to be edited in Photoshop, or other third-party program.
2. Choose File > Edit with... from the main menu (or right click from the browser and select Edit With...)
3. From the Basic pane of the Edit Recipe dialog that appears beneath the main Toolbar, select the image Format to be exchanged.
4. If selecting the TIFF file format, choose the appropriate bit depth and optional compression schemes. Note, the JPEG file option is offered for certain solutions and is not recommended for extensive image editing.
5. A No Thumbnail option is set by default, as some third-party programs may inadvertently adopt the thumbnail for editing. Also, certain specialized applications require a Tile Dimension setting. For the majority of cases (routine image editing), the default Not Tiled setting should be selected.
6. Select output ICC Profile, resolution and scale options as appropriate (or leave to them as default).
7. Choose the external image editing program from the Open With...drop down menu. If the appropriate app isn't shown in the list of editing programs available on your PC/Mac, select Other... and navigate to your chosen editor.
8. From the Adjustments pane, select Disable Sharpening and Ignore Crop options as desired.
9. Click on the Edit Variant button to begin the exchange. If not already running, Capture One automatically opens the external editor and converts the image file using the chosen image options applied (above). Note, once configured, Capture One will remember the settings for further exchanges.
10. The new version is automatically stored in the same location as the original variant, and a thumbnail will be displayed in the Capture One browser while the image is open in the external editor. Take care not to make edits (particularly local adjustments) to the image in Capture One before the new version is saved in the external editor, as the result is unpredictable. Once saved, adjustments made to the image using the external editor are displayed in Capture One.

Open with an external editor

The Open With... feature allows image originals to be opened in an external editor, like the Edit With...option, but without converting the image file first. This is useful if you want to return to work in Photoshop on previously exchanged TIFF (or JPEG) files. If you select a Raw image from Capture One the variant will be opened directly by the external editor.

1. Select the image variant from the Capture One browser to be edited in Photoshop, or other third-party program.
2. Choose File > Open with... from the main menu (or right click from the browser and select Open With...).
3. Choose the external image editing program from the drop down menu. If the appropriate app isn't shown in the list of editing programs available on your PC/Mac, select Other... and navigate to your chosen editor.
4. Click on the external editor. This will open the image in the nominated application.
Make the appropriate edits and click save. A Save As dialog will open.
5. Choose the location to save the image to. Note, the image will not be displayed in the browser automatically by Capture One.

Mouse functionality

The Viewer: Place the mouse cursor over an image in the Viewer; moving the scroll wheel up will zoom in and out of an image accordingly.

The Browser: Place the mouse cursor anywhere in the Image Browser. Use the mouse scroll wheel to scroll up and down in the image collection.

Sliders and Input Fields: Place the mouse cursor over a slider in any given tool and use the scroll wheel to fine-tune the slider settings. Place the mouse cursor over any input field and adjust it by moving the scroll wheel up or down.

Curve Points: The mouse scroll wheel control can help fine-tune a Curve. Pick Curve points and use the mouse scroll wheel to precisely adjust them as desired.





Preferences and Customization

Customize Capture One to support your specific workflow, needs and preferences. You can customize the toolbar and setup your own workspaces.

Global Application Preferences

Capture One Preferences enables customization of the application to help aid workflow.

Customize Toolbar^{Pro}

Add or remove tools to create a customized toolbar.

Customized Workspaces^{Pro}

Experiment with various workspaces by selecting Window>Workspace and select an option that best fits your workflow. In addition, you can change the layout of the current workspace by selecting the options in View menu (e.g. View>Place Tool Right).

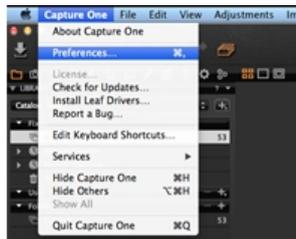
Global Application Preferences

PREFERENCES / CUSTOMIZATION

Capture One Preferences enables customization of the application to help aid workflow.

Open preferences

Go to Capture One>Preferences [Mac] or Edit>Preferences [PC] to edit and personalize Capture One's global applications preferences.



General

Select General settings relating to the **Viewer**, **Catalog and Session**, **Recent Captures Collection**, **Importing**, **Hardware Acceleration (Use OpenCL)**, **Activities**, **Favorites**, **Diagnostics & Usage** and **Media Pro**

Viewer: Adjust function of mouse scroll wheel to Zoom into images displayed in the Viewer.

Catalog and Session: Open a new Catalog or Session in a new window in addition to the current open window. Deselect this check box to replace the current window with the new Catalog or Session.

Hardware Acceleration (Use OpenCL): Choose **Auto** from both the **Display** and **Processing** drop down menus to improve performance. The **Auto** setting will automatically determine whether your graphics card will produce a faster performance than the CPU (Central Processing Unit) in your computer. Select **Never** if you are experiencing stability problems.

Note: OpenCL stands for Open Computing Language.



Appearance

The background pattern and the color of the viewer can be adjusted to different shades of gray, white and black. The Capture One default is a dark neutral background. The size of margins and the Local Adjustment Mask Color can also be adjusted here.



Image

Go to Image Preferences to adjust the functionality or handling of different types of files.

The **Cache** image preview size (px) value can be adjusted to set the

size of the proxy file. The higher the Preview Image Size, the higher quality of the Quickproof output recipe and preview image that Capture One generates. A large cache setting will, however, increase the amount of time it takes to load previews and thumbnails in the application.

Check mark one of the **EIP Packing** options if an .EIP workflow is preferred. EIP packing can be made automatically on import or capture (Phase One digital backs only). Many users shoot both RAW and JPEG simultaneously. To avoid working on JPEGs and TIFFs remove the Editing option to ensure these files are viewable but not editable.



Metadata: When working in different applications, metadata will be stored in different ways. Choose your preferred option. If no choice is made, the metadata entered in Capture One will be preferred to third party metadata.

Capture Pro

Phase One Configuration: Choose a standard **extension** from Phase One digital back: IIQ or a Raw TIF files. The TIF extension is default as it is compatible with older applications. It is important to emphasize that the TIF extension is a RAW file not the TIF format known from e.g. Photoshop®. **Shutter Latency** controls the timing between back and camera. **Power Mode** and **Safe Mirror Up** are both related to older Phase One backs.



Leaf Configuration: This drop down menu enables users to select a camera model when using a Leaf digital back.

Live Preview: Adjust the pause settings for Live Preview from 30 seconds to 20 minutes.

Providers: Remove the check marks from the Providers section to stop the automatic start of Capture One when the individual camera brands are connected to a computer.

Color

Select an option from the **Rendering Intent** drop down menu. (Rendering Intent refers to the conversion of one color to another).

Perceptual (default)

Compresses the total gamut from one device's color space into the gamut of another device's color space when one or more colors in the original image is out of the range of the destination color space. This preserves the visual relationship between colors by shrinking the entire color space and shifting all colors – including those that were in gamut.

Relative Colorimetric

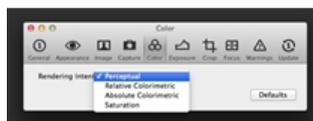
When a color in the current color space is out of gamut in the target color space, it is mapped to the closest possible color within the gamut of the target color space, while colors that are in gamut are not affected. Only the colors that fall outside of the destination gamut are changed. This Render Intent can cause two colors, which appear different in the source color space, to be the same in the target color space. This is called "clipping." Relative colorimetric is the default method of color conversion built into Photoshop 4.0 and earlier.

Absolute Colorimetric

Colors match exactly with no adjustment made for white point or black point that would alter the image's brightness. Absolute Colorimetric is valuable for rendering "signature colors", those colors that are highly identified with a commercial product such as the yellow used by the Eastman Kodak Company™, or the red used by the Coca-Cola Company™.

Saturation

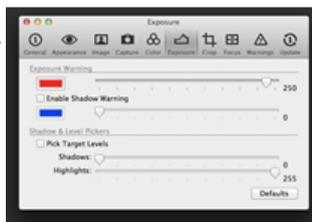
Reproduces the original image color saturation (vividness) when converting into the target device's color space. In this approach, the relative saturation of colors is maintained from gamut to gamut. This render intent is primarily designed for business graphics, where the exact relationship between colors (such as in a photographic image) is not as important as are bright saturated colors.



Exposure

Set the values of the **Exposure Warning** by adjusting the shadow and highlight sliders. When enabled in Capture One, areas that fall outside the set values will be shown by a color overlay. By default the highlight

warning value is 250 and the shadow warning is not enabled. Double click on the highlight and shadow color area to change the overlay color. The default highlight color is red and the shadow is blue.



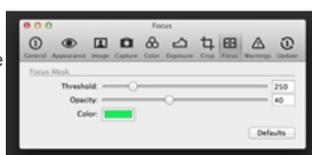
Crop

Adjusts the Crop tool preferences. Choose when to **Show Mask**, and adjust the **Opacity** and **Brightness** levels of the area outside the crop. There are also a range of selectable **Frame**, **Labels**, **Grids** and **Guides** options. It is also possible to change the color of a crop mask and guide line.



Focus Pro

The **Focus Mask** can be adjusted to increase and decrease the threshold setting for the preferred sharpness. The color (default is a lime green) and the opacity of the mask are also adjustable.



Warnings

Choose if and when you want to be notified and when certain actions happen. Check mark the boxes in the Files and Folders, Adjustments and Output sections to warn when, for example, you are about to permanently delete images.



Update

This tab will show the registered and unregistered Capture One applications. The frequency of how often Capture One should be checked for updates is also selectable here.

Capture One can register all Phase One products automatically or by prompt. Registering products will help support the development of future products and software features.

When an update is available it should be downloaded and installed on-top of the current installed application.



Customize Toolbar^{Pro}

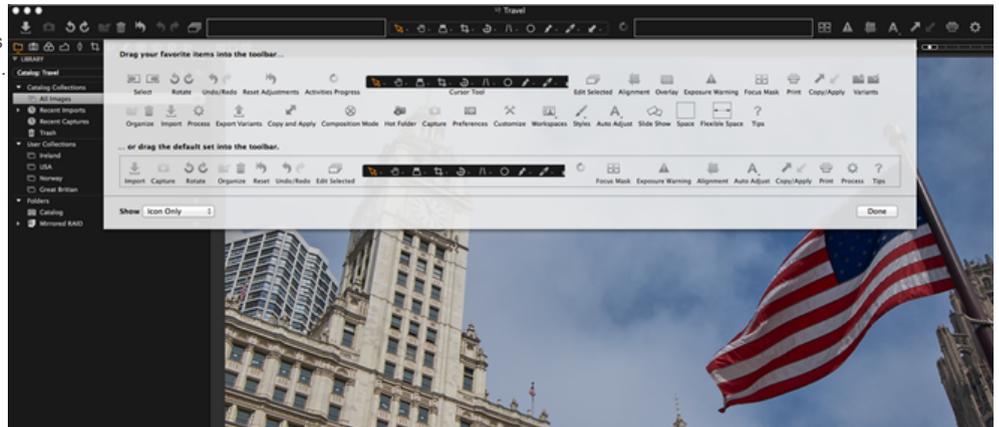
PERSONAL TAB / TOOL TABS / TOOLBAR / WORKSPACES

Add or remove tools to create a customized toolbar.

Arrange the toolbar

Capture One offers a wide range of customization options. You can add icons to the top tool bar or reorder the tab-menu.

1. Go to View>Customize Toolbar...
Alternatively, right click (or press Ctrl and click) on the toolbar and select **Customize Toolbar...** The Customize Toolbar window will open.
2. The Customize Toolbar feature is a placeholder for icons. Drag icons from the placeholder to a position in the toolbar or remove icons from the Toolbar by dragging them to the placeholder.



Customized Workspaces ^{Pro}

WORKSPACES / SESSIONS / PERSONAL TAB / WORKFLOW TIPS

Experiment with various workspaces by selecting Window>Workspace and select an option that best fits your workflow. In addition, you can change the layout of the current workspace by selecting the options in View menu (e.g. View>Place Tool Right).

You can add an unlimited number of tools to a Tool Tab. The tools will automatically collapse to make more space if an area of the interface becomes too crowded. It is recommended that you avoid overcrowding and keep tools open to help aid a smooth and efficient workflow.

Add a tool tab

Add a non default* Tool Tab (E.g. Quick) or one that has been removed.

1. Go to View>Add Tool Tab>Quick.
2. The Quick icon will appear along side the other Tool Tabs.

*Non default Tool Tabs include the [Quick](#) and [Black and White](#) Tool Tab.



Remove a tool tab

1. Go to View>Remove Tool Tab and select the tool tab that is not needed.
2. Alternatively, right click on the [Tool Tabs](#) bar. Go to **Remove Tool Tab** and select the tool tab that is not needed.



Add a custom tool tab



1. Right click on the tool tab and select Add new Tool Tab>Custom Tool Tab from the drop down menu. (Alternatively, go to View>Add Tool Tab>Custom Tool Tab).
2. A dialog box will appear. Name the Tab, choose an icon and press Add Tab. The icon will appear in the Tool Tab bar.
3. Right click on the icon and select Add Tool from the drop down menu and select a desired tool. Repeat this procedure to add more tools.
4. To rearrange the Tool Tab bar, press CMD/ALT (Mac/PC) and drag icons in the tab menu to the preferred position.
5. Right click on the Tool Tab bar and select Remove Tool Tab to remove any unwanted tool tabs from view.



Customize the interface

Capture One offers numerous customization possibilities. You can reposition the users interface to have the [Browser](#) or the tools on the right hand side.

1. Experiment with the default workspaces by choosing Window>Workspace and select an option that best fits your workflow.
2. Go to Capture One>Preferences for further customization choices. See [Preferences](#).



Create a dual monitor user interface

There are numerous ways to create a customised set-up. Follow this suggested set-up to create a dual monitor user interface. This example has a Viewer on one monitor and the Browser on the other.

1. Select Window>Viewer to create an extra Viewer. (Move the Viewer to a second monitor if necessary).
2. Select View>Hide Viewer. The Viewer within the main user interface will disappear and the browser thumbnails will replace it.
3. Move your cursor to the side of the Viewer to access the default Tool Tabs. (More Tool Tabs can be added*).
4. Individual tools can also be moved to float freely. Simply click on the bar at the top of any tool, then drag and drop it to a desired position. (In the example, the Camera tool was moved on top of the Viewer on the second monitor).

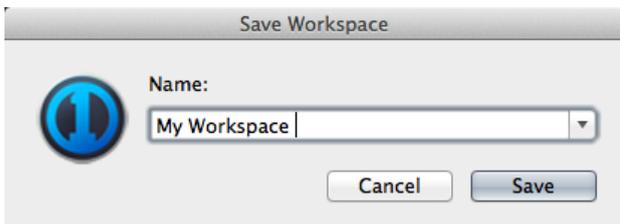
*Add another Tool Tab in the Viewer right clicking on the Tool Tab bar and select Add Tool Tab>Lens or Quick etc.



Save a personal workspace

Although there are numerous ways to customize your workspace, the View menu is a good place to start. Here you will find a wide variety of option to help create a bespoke user interface. For example, some users prefer to have the Browser on the right side, the tools on the left side or the Viewer on full screen. (I.e. Select View>Place Browser Right).

1. Once you have created your desired workspace, choose Window>Work Space>Save Workspace.
2. Name the workspace in the Save Workspace window.
3. The workspace is now available from Window>Workspace.





Change the Default Settings

Capture One automatically selects a recommended default setting for all image files from recognized cameras. It is also possible to apply a user defined default setting.

Individual adjustments can be made to most Color, Exposure, Details and Metadata tool parameters and used as the default setting. Once selected, this user defined default setting will be automatically applied to every subsequent file from a specific camera make and model. This procedure is recommended for advanced users only.

There is a vast range of possible user defined default settings. Here is one example:

Change the default setting: Example 1

1. If your camera habitually overexposes captured image files, adjust the Exposure slider to an appropriate value.
2. Click on the action menu icon and select the Save as Default for Canon EOS-7D (or other relevant camera model) option at the top of the tool tab.
3. Add any other Color, Exposure, Details and Metadata adjustments using the same procedure.
4. This Default setting will now be applied to every subsequent file from this specific camera make and model.





⚙ Output

Capture One provides a variety of ways to showcase work. You can print photos, create a slideshow or export to a Web Contact Sheet.

Printing Photos

Print selected images using customized print layouts with watermarks, annotations and color profiles.

Web Gallery

The Web Contact Sheet lets you showcase your work by creating web photo galleries.

File Formats

Find out about the file format options in Capture One and learn about Color Spaces.

Export

Use the Export function to quickly output variant or original files.

Process Files ^{Pro}

Find out how to process images, produce Customized Output Recipes and use the Batch Tool Tab.

Printing Photos

PRINT / PRINTING PHOTOS / PROCESS RECIPE / WEB CONTACT SHEET

Print selected images using customized print layouts with watermarks, annotations and color profiles.

Print images

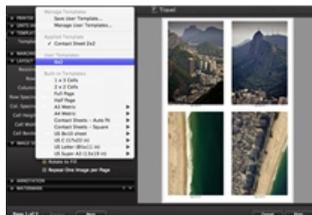
1. Select images to print in the [Browser](#).
2. Select File>Print to display the dialog box and print sheet.
3. Adjust the page layout using [Templates](#), Margins and [Layout](#) tools.
4. Adjust the image appearance using the Annotation, Image Settings and [Watermark](#) tools.
5. Use the Printer tool to adjust the Print Settings, Page Setup and the Resolution, Sharpening setting and a Color Profile.
6. Press the Print... button.
7. Choose additional layout options via the Print dialog box.
8. Finally, press Print. Images will be rendered in Capture One (with a progress indication) before they are sent to the printer.



Templates

Use a built-in template or create your own and save it for future use:

1. Select images to print in the [Browser](#).
2. Select File>Print to display the print sheet and dialog box.
3. Go to Templates tool and select one of the built-in options from the drop down menu that best fits your needs.
4. If there are no appropriate Built-in Templates, go to the [Layout](#) tool and adjust the sliders as desired.
5. Once you have the desired layout, you can save it for future use. Go to the Templates tool and select Save User Template...
6. Name the template and press Save.
7. This template can now be accessed via the Template drop down menu under the User Templates heading.



Manage custom print templates

1. Select File>Print to display the print sheet and dialog box.
2. Go to Templates tool and select Manage User Templates... from the drop down menu.
3. A dialog box will appear. Press the minus (-) button in the lower left corner to remove a highlighted template.
4. Double click on a template to rename it.
5. Press **Done** once finished.



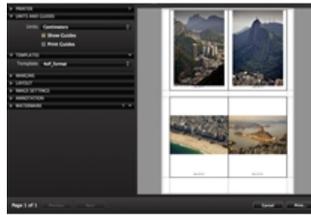
Units and guides

Change the units used in the Margins and Layout tools:

1. Go to the **Units and Guides** tool in the Print dialog box.

2. Select one of the five units of measurements from the **Units** drop down menu.

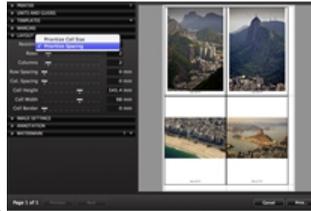
Note: Check mark the Show Guides option box to display the paper guides in the preview window.



Adjust the Layout

The **Prioritize Spacing** and **Prioritize Cell Size** options determine what action Capture One takes when users change Rows/Columns/Margins/Paper size etc.

1. Go to the Layout tool in the Print dialog box.
2. Select **Prioritize Spacing** from the **Resizing** drop down menu the software will do its best not to change the spacing between the cells. (It will instead change the cell size).
3. Select **Prioritize Cell Size** from the **Resizing** drop down menu and the software will do its best not to change the cell width and height. (It will instead change the cell spacing).
4. Adjust the sliders in the Layout tool to get the desired layout.



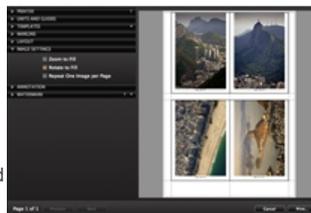
Adjust the image settings

The **Image Settings** tool has three check mark options:

Zoom to Fill: Use this option to get a postcard effect where all images are cropped to fill the paper.

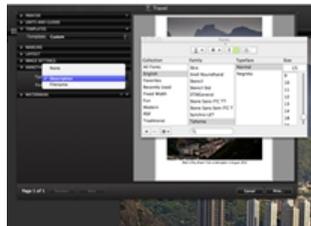
Rotate to Fill: This option ensures all images have the same layout and are rotated to fit the paper.

Repeat One Image per Page: Each selected images will be repeated on one page according to the layout.



The Image Settings tool has three check mark options:

1. Go to the **Metadata Tool Tab** and fill in the **Description** field in the **IPTC - Content** section.
2. Select File>Print and go to the **Annotation** tool in the Print dialog box.
3. Select **Description** from the **Type** drop down menu.
4. Press the **Font** button to alter the size and font of the description.



Add or remove the file name

1. Select File>Print and go to the **Annotation** tool in the Print dialog box.
2. Select **Filename** or **None** from the **Type** drop down menu.
3. If **Filename** has been selected, press the Font button to alter the size and font.



Add a text watermark

1. Select File>Print and go to the **Watermark** tool in the Print dialog box.
2. Select **Text** from the **Kind** drop down menu.
3. Fill in the **Text** field.
4. Press the **Font** button to alter the typeface and color.
5. Adjust the Opacity, Scale, Horizontal and Vertical sliders as desired.



Add an image watermark

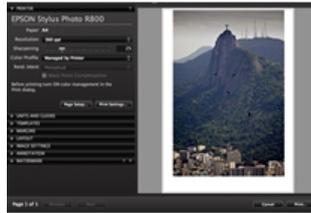
1. Select File>Print and go to the **Watermark** tool in the Print dialog box.

2. Select **Image** from the **Kind** drop down menu.
3. Insert an image into the Overlay window by pressing the browse icon to select a relevant file or simply drag and drop a file into the specified area.
4. Adjust the Opacity, Scale, Horizontal and Vertical sliders as desired.



Change print page setup

1. Select File>Print and go to the **Printer** tool in the Print dialog box.
2. Press the Page Setup... button.
3. Change the page attributes and press OK.



Change current printer

1. Select File>Print and go to the **Printer** tool in the Print dialog box.
2. Press the **Print Settings...** button.
3. Change the page attributes and press OK.
4. Choose a different model in the Printer drop down menu (Mac) and press Save. (PC: Double click on the desired printer).



Change image appearance

1. Select File>Print and go to the **Printer** tool in the Print dialog box.
2. Adjust print Resolution and Sharpening.
3. Choose a Color profile from the drop down menu.
4. If a specific Color Profile is chosen, then also choose a rendering intent (Rend. Intent) option and the Black Point Compensation check mark option.



Web Gallery

WEB CONTACT SHEET / JPEG

The Web Contact Sheet lets you showcase your work by creating web photo galleries.

Introduction

Create a web gallery from a selection of flexible templates for impressive web based image presentations. You can insert a title, a text description and a copyright and set the image size and quality (N.B. Smaller size files are preferable when e-mailing to a client).



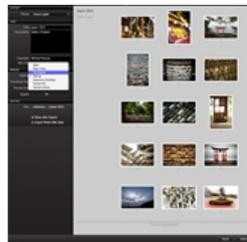
Create a web contact sheet

1. Select the desired thumbnail files in the [Browser](#).
2. Select File>Make Web Contact Sheet...
The Web Contact Sheet module opens in a window on top of the Capture One window.
3. Select a **Theme**. (A Classic (Dark/Light) theme is similar to a contact sheet featuring thumbnails). In this example the Full screen (Dark) option has been selected.
4. Fill in any TEXT fields. (Title, Description, Copyright and Web-link).
5. Set the desired thumbnail, preview and quality size.
6. Select a **Path** folder in the Web Sheet Output tool.
7. Check mark the **Show after Export** if you want to see the gallery in your web browser.
8. Press the **Export** button in the bottom right corner.



Add an image caption

1. Select the desired thumbnail files in the [Browser](#).
2. Select File>Make Web Contact Sheet...
The Web Contact Sheet module opens in a window on top of the Capture One window.
3. Go to the **Images** tool and select one of the options from the **Caption** drop down menu.
4. Check mark the **Show after Export** if you want to see the gallery in your web browser.
5. Press the **Export** button in the bottom right corner.





File Formats

Find out about the file format options in Capture One and learn about Color Spaces.

RAW and Output File Formats

Find out which file format suits your needs. Phase One enables users to output files into a number of different formats including TIFF, DNG, PNG, PSD and four types of JPEG.

Enhanced Image Package (EIP) ^{Pro}

Learn about out the benefits of an Enhanced Image Package.

Colors in Capture One

Discover how Capture One deals with image color.

RAW and Output File Formats

RAW / OUTPUT / BATCH / EIP / IIQ / JPEG

Find out which file format suits your needs. Phase One enables users to output files into a number of different formats including TIFF, DNG, PNG, PSD and four types of JPEG.

Choose a file format

1. Go to the [Output Tool Tab](#).
2. In the Process Recipe tool, select one of the options from the **Format** drop down menu.
3. It is also possible to select either 8 or 16 bit with some of the file formats. (It will automatically be disabled for incompatible image file formats).

Find out more on processing [here](#).



File format output options

- **JPEG** is short for Joint Photographic Experts Group. It is a compressed format that in definition is a lossy-format, which means you lose some of the original information in the image file but benefit by having a much smaller file than TIFF or RAW.
- The **JPEG QuickProof™** format option creates images for evaluation purposes. Capture One creates the image file from the proxy file and the settings file without additional calculations or filters. JPEG QuickProof should not be considered as a completed file; it is ideal for ultra quick evaluation purposes only.
- **JPEG XR (eXtended Range)** delivers high-resolution files. It is a larger file size than a standard JPEG and supports lossless and lossy compression. It supports improved color accuracy with 16 bits per channel for a 48 bit image.
- **JPEG 2000** is, in essence, an improved file format standard that was developed with the aim to superseding the original JPEG in the year 2000. It delivers better compression of images by up to 20% according to the Joint Photographic Experts Group. (Source: www.jpeg.org)
- **TIFF** stands for Tagged Image File Format. It is a popular lossless format that provides high color depth. A TIFF is larger than a JPEG but are ideal to preserve maximum quality. A TIFF also enables the option of 16 bit output per channel.
- The **DNG (Digital Negative)** format in Capture One, in essence, creates a new RAW file. There are no options for size or compression with this format. Alterations made in Capture One to the metadata and original (As Shot) White Balance will be saved – this does not affect image quality. All other changes made to an image will be discarded when creating the DNG file.
- **PNG** stands for Portable Network Graphics and employs lossless data compression. PNG is commonly associated with Internet usage. It does not support color spaces such as CMYK. A PSD (Photoshop Document) is fully compatible with imaging editing procedures in Photoshop.
- A **PSD** file output using Capture One is, in essence, a flattened image file and has no adjustments layers that have been applied in the Local Adjustments tool tab.



Tip: Please check file format compatibility with other software solutions. It is worth noting that many image editing programs will need a plug-in to support different formats such as JPEG XR and JPEG 2000.

IIQ RAW S and IIQ RAW L

Phase One digital back users can choose between storing their tethered captures in two different types of compressed RAW files. (The format for the captures can be set using the Camera tool in the Capture tab).

IIQ RAW stands for Intelligent Image Quality RAW. It is an intelligent way of turning the full 16 bit image data captured by the camera into a compact RAW file format.

The IIQ Large RAW format is unique because it is completely lossless. IIQ RAW Large can be processed into a 16 bit TIFF, even though it is only half the size of a traditional RAW file.

The IIQ Small RAW format is based on the full 16 bit data that is captured by the digital back's CCD. However, unlike IIQ RAW Large, it is not 100% lossless. Most users will not notice any quality difference between the two file formats especially if the IIQ RAW Small format capture is well exposed and set on a low ISO rating.

Learn more

Capture One and RAW

RAW data is generated when light is received by the photodiodes on a sensor. Depending on the intensity of the light a stronger or weaker signal is generated. This data is read off and stored as unprocessed data on the memory card.

A RAW file contains more than one set of data. A DSLR file contains calibrated RAW data plus the file header. A digital back file contains the actual raw data, calibration data for the digital back files and the file header information.

The file header is kept separate from the image data in digital back raw files. The file header contains what is described as metadata; data about data. Metadata is information recorded by the camera at the time of capture and consists of the following:

- **Image Thumbnail (usually a TIFF, but sometimes a JPEG)**
- **Time/Date**
- **ISO**
- **Exposure information**
- **White Balance (that the image was shot at)**
- **Contrast curve**
- **Recorded pixel size**
- **Camera data (shutter speed/aperture/focal length etc)**

More than 100 pieces of data are stored together.

The White Balance determines how the file will look when Capture One creates the preview. The ISO, exposure data and camera model information are used to calculate the noise reduction used by Capture One.

Capture One de-mosaic the RAW-file information from the Beyer filter mounted onto the sensor to produce image files with three colors per pixel. This process uses an extremely sophisticated and patented algorithm.

The in-camera ISO and White Balance settings are applied to the image together with the formula developed for Capture One when the preview is created and displayed in the Viewer. One of the really big advantages with RAW files is the ability to change the white balance after the image has been captured – this is often not possible with lossy formats like JPEG.

Once the preview file has been produced, nearly all the variables can be changed such as Contrast Curves, Sharpening and White Balance. All changes are applied to the image when the preview is created by Capture One and displayed in the Viewer.

The adjustments made to the image in Capture One are applied to the preview and added to a settings file. No changes are made to the RAW data at any time.

Once the process button is pressed, RAW data is processed using the settings file. At this point the true pixel-based image is formed and output to specific dimensions.



JPEG and TIFF

Many DSLR and smaller digital cameras can create a JPEG at very high quality. These files can generally be further adjusted and improved in Capture One. Capture One supports viewing and editing of JPEG (RGB) and TIFF (RGB) files. It might not be possible to edit files in Capture One if you have JPEGs or TIFFs rendered in CMYK or Grayscale.

JPEG and TIFF are files that have already been processed to a certain level, either by a camera's internal software or in conversion software such as Capture One. When Capture One locates a file, the White Balance (WB) setting is determined by the camera that captured the image or by the conversion software that originally created the file. The White Balance setting can be adjusted. But note, a JPEG and TIFF file usually has a significantly smaller dynamic range compared to RAW capture. This might result in burned out or darkened areas when the auto White Balance is applied or if the White Balance Picker tool is used to set White Balance.



Enhanced Image Package (EIP)^{Pro}

EIP / IIQ / RAW / PROCESS IMAGES / PROCESS RECIPE / OUTPUT NAMING

Learn about out the benefits of an Enhanced Image Package.

Enhanced Image Package (EIP) is a convenient way of packing and sending your master file for a true Capture One user based workflow. The image file will be seen exactly as you created it; the original untouched RAW file will be packed with your setting file, ICC and LCC profile.

Using .EIP will, in essence, simply pack the aforementioned files. .EIP does not copy the files so you will not need more disk space. You will find the .EIP in the same folder as the RAW file. The .EIP will have the same name as the original RAW file and the .EIP will support RAW files from any Phase One back. EIP files are recommended for use in [Sessions](#).

Pack as .EIP

1. Select the intended images that will be packed as .EIP
2. Choose File>Pack as EIP.
3. The files are now automatically packed and will be named .EIP

Note: EIP is not recommended for use with catalogs.



Unpack .EIP files

1. Select the images that need to be unpacked.
2. Choose File>Unpack EIP.
3. The files are now automatically unpacked and will display the original file extension.

Note: An EIP is not recommended for use with catalogs. Always unpack an EIP before using it in a catalog.



Automatically convert all Phase One digital files to .EIP

1. Choose Capture One>Preferences.
2. Open the Image tab.
3. Check mark **Pack as EIP** when importing.
4. Check mark **Pack as EIP** when capturing.

The image file is now integrated in the Enhanced Image Package. The .EIP is simply replacing the image files. The setting files will be removed from the relevant folders and will also be included in the package.

Note: An EIP is not recommended for use with catalogs. Always unpack an EIP before using it in a catalog.



Colors in Capture One

COLORS / PROCESS IMAGES / PROCESS RECIPE

Discover how Capture One deals with image color.

Introduction

Essential information regarding colors in Capture One:

- Capture One deals with colors in two ways: internally and for output.
- Capture One works in a very large color space, similar to that captured by camera sensors. A large color space ensures that little clipping of the color data can occur. Clipping is the loss of image information in a region of an image. Clipping appears when one or more color values are larger than the histogram (color space of the output file).
- At the end of the workflow, the RAW data has to be processed to pixel based image files, in defined color spaces. These spaces are smaller than the internal color space used by Capture One. When processing, some color data will be discarded. This is why it is paramount to perform color corrections and optimizations to images before processing to a smaller color space.
- Capture One provides accurate color by reading the camera-generated RAW information, file header and settings file.
- A RAW file is assigned a color profile once Capture One has established which camera model has been used. The RAW data is then translated to the internal working color space of Capture One and it is here that edits can be applied.
- Image data is converted, by means of ICC profiles, to industry standard spaces such as Adobe RGB or sRGB during the processing stage.



Purpose and color spaces

Color Output Settings

Capture One Express can output to any RGB color space while Capture One PRO can also output CMYK. (It is necessary that the ICC profile is available on the local machine).

For Web

Images that are intended to be published on web sites should always be processed into the sRGB color space as few web-browsers are capable of color management and the subtleties of images will not only be lost but can also be incorrectly displayed. Images processed in larger color spaces like AdobeRGB will be displayed with less color (especially green), and are often slightly too dark when shown in browsers which only displays sRGB.

For Print

Images for print should be output to suit the requirements of the client or lab. Adobe RGB is a large color space that is capable of expressing a wider gamut of colors than sRGB. Adobe RGB is, therefore, the preferred choice for images that are likely to receive extensive processing or retouching.

Camera Profiling

Embedding the ICC color profile into the processed file (ICC Profile>Embed Camera profile) ensures that no color changes are made to the image data, which is particularly important for creating camera profiles.

Retouching/Manipulation

Image files that are intended to receive intensive retouching and manipulation can benefit by being processed and output in 16 bit to ProPhoto RGB, which is an even larger color space than Adobe RGB.

CMYK Color Spaces

Capture One Pro provides a selection of the most common CMYK color spaces. The photographer can convert to CMYK during processing to secure picture quality instead of applying this color space conversion in postproduction. CMYK is controlled on the [Output Tool Tab](#).

Set a permanent color space

1. Select View>Proof Profile.
2. Select the desired profile or output recipe for permanent usage in the [Viewer](#).

Note: A permanent Color Profile seen in the Viewer may produce moderately different colors than the actual output image.

The default setting displays the image in the viewer in the color space that is selected in the highlighted [Process Recipe](#). To ensure image quality for off-set printing; highlight the CMYK process recipe and the colors are instantly converted to the color space selected in the process recipe. Perform final corrections before [processing](#).



Export

Use the Export function to quickly output variant or original files.

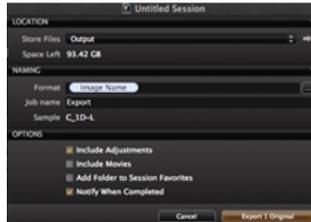
- [Export: Originals](#)
- [Export: Variants](#)

Export: Originals

There are two export image options; Go to File>Export and choose either Originals or the Variant option.

Export Originals lets you export original raw images with or without adjustments to a folder location on your computer or external hard drive etc. Check mark or deselect any relevant fields in the Options tab. (The Include Adjustments and Notify when complete options are selected by default). Press Export Original to complete the process.

Most users will export original image files with the adjustments applied in Capture One. This makes it possible to send other Capture One users edited image files before processing, thus enabling them to make any further amendments.



Export: Variants

Export Variants is a quick way to export a processed image.

1. Select the image files that you want to export.
2. Go to File>Export>Originals... or Variants... Alternatively, right click on a thumbnail, Session Folder or Session Album and select Export > Originals... from the menu options.
3. A dialog box will appear. Press the arrow or go to the Store Files drop down menu in the Location tab to navigate to a desired location for the save exported image files.
4. Choose a naming format by pressing the button in the Naming tab. Type a Job name if applicable.
5. Go to the Recipe tab and select the file format, quality and other parameters as desired.
6. Press the Export (Variant) button. The task is added to the Batch Queue and is executed in the background enabling users to continue their work during the export process.



Process Files ^{Pro}

PROCESS IMAGES / PROCESS RECIPE / WATERMARK / TIF / WEB CONTACT SHEET

Find out how to process images, produce Customized Output Recipes and use the Batch Tool Tab.

Create multiple process recipes ^{Pro}

1. Go to the [Output Tool Tab](#).
2. In **Process Recipes** tool press the '+' (plus) button.
3. Name the new recipe.
4. In **Process Recipe** tool, choose the desired [Format](#), bit depth, [Compression](#), [ICC profile](#) and [Resolution](#).
5. Choose the [Scale](#) setting from the drop down menu.
6. Select an application from the [Open With](#) drop down menu (in the Process Recipe tool) to automatically open a processed image. This is not recommended if multiple images are processed in one batch.
7. File names are set using the [Output Naming](#) tool. See [File naming](#).
8. The output destination can be changed if the session folder is not the desired output folder.
A new output folder can be chosen in the [Stored Files](#) option.
9. Go to the **Process Recipe** tool and check mark the preferred [Metadata](#) options to include in the processed files.
10. Choose whether or not to include a [watermark](#) in the image from the tab in the **Process Recipe** tool.
11. Every step is instantly saved and will re-appear next time the recipe is selected.



Multiple recipes are only available in the PRO or DB version. Start at #4 if the installed version is not PRO.

Introduction

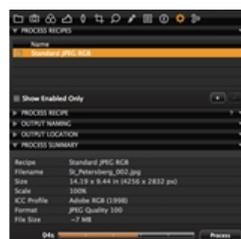
Images can be processed for output in [multiple formats](#) including TIFF, JPEG and DNG. Capture One provides a range of options for setting the file compression, bit depth, color space, resolution and size. The Scale option is especially useful if you want to process images for various purposes.

Customize your output workflow with Output Recipes to create, for example, multiple output recipes to process the same collection of images for various output purposes. You can continue working in Capture One while image files are processed in the background.



Process images

1. Select the image files for processing.
2. Go to the [Output Tool Tab](#).
3. In **Process Recipes**, check mark the required recipe(s) for the selected images.
4. Press **Process**.
5. Processing can be [stopped](#) at any time, then edited and [re-started](#) from the [Batch Tool Tab](#).



Create a text watermark ^{Pro}

1. Go to the [Output Tool Tab](#).
2. Choose the [Watermark](#) tab in the **Process Recipe tool**.
3. Select **Text** from the **Kind** drop down menu.
4. Type the watermark into the **Text** field.
5. Press the Font menu icon to adjust the font and color of the text.
6. Adjust **Opacity** and **Scale** sliders to the desired level.
7. Adjust the placement of the watermark using the **Horizontal** and **Vertical** sliders or by selecting the hand cursor tool (h).



Create a graphical watermark ^{Pro}

1. Go to the [Output Tool Tab](#).
2. Choose the [Watermark](#) tab in the **Process Recipe tool**.
3. Select **Image** from the **Kind** drop down menu.
4. Drag and drop a file to the image area or browse for an image using the File link below the image area.
5. Adjust **Opacity** and **Scale** sliders to the desired level.
6. Adjust the placement of the watermark using the **Horizontal** and **Vertical** sliders or by selecting the hand cursor tool (h).



N.B. Capture One supports all common image file formats for use as a watermark.

Use multiple output recipes at the same time ^{Pro}

1. Go to [Output Tool Tab](#).
2. Go to the **Process Recipes** tool and check mark all recipes needed.
3. Select the image files in need of processing.
4. Press **Process**.



Process different process recipes into sub folders ^{Pro}

1. Go to the [Output Tool Tab](#).
2. Highlight a Process Recipe.
3. Choose the **File** tab in the **Process Recipe tool**.
4. Type a name for the Sub Folder into the corresponding field. This will automatically create a subfolder. (E.g. For Standard jpeg RGB files).
5. Repeat steps 2 to 4 for other Process Recipes.
6. Check mark the desired Process Recipes and press **Process**. The different files can be found in the corresponding subfolders within the Output folder.



Edit the batch

1. Go to the [Batch Tool Tab](#).
2. Choose the **Queue** tab.
3. A batch of files can be changed and reordered. Simply drag and drop files to the desired order during processing.
4. Highlight a file(s) and press backspace (on your keyboard) to remove it from the Batch Queue at any time.
5. Press the **Stop** or **Start** button (at the bottom of the Batch Tool Tab) to stop or restart the queue at any time.



Reprocess files (history tab)

1. Go to the [Batch Tool Tab](#).
2. Select the **History** tab.
3. Highlight any previously processed files and press the **Reprocess Selected** button.



Learn more

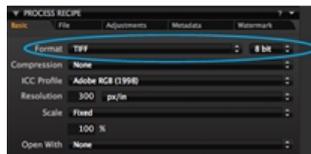
Find out more about the [output settings](#) in the [Output Tool Tab](#).

Learn More: Output Settings

Summary and benefits of each setting in the Output Tool Tab.

Format

- Use a TIFF to preserve maximum quality. A TIFF also enables the option of 16 bit output.
- Use a JPEG file setting to attain a smaller sized file (compared to a TIFF) for convenience.
- The JPEG QuickProof format setting creates images for evaluation purposes. Capture One creates the image file from the proxy file and the settings file without additional calculations or filters. JPEG QuickProof should not be considered as a completed file; it is ideal for ultra quick evaluation purposes only.
- Outputting to DNG format in Capture One, in essence, creates a new RAW file. There are no options for size or compression with this format. All changes made to the image will be discarded when creating the DNG file.
- [Discover more about the different file format options.](#)



Options

- TIFF files can be compressed. A TIFF is a lossless format, as are both forms of TIFF compression; LZW and ZIP.
- Adjust the quality of a JPEG by adjusting the slider. The lower the quality, the smaller the file and the greater the loss of information. JPEG compression also adds noise to an image.



ICC Profile

- The choice of color space depends on the final purpose of an image file.
- ICC profiles can be selected in the Process Recipe tool. Alternatively, the color space can also be changed by going to View>Proof Profile. Choose a color space and make final adjustments after converting an image file.



Resolution

- The Process Recipe tool features a Resolution field that can be change to pixels per inch, cm or mm.



Scale

Scale

The Scale options in a recipe determine how much a cropped image will be scaled when processed with that recipe. All scaling options will retain the original aspect ratio - scaling options will never cause a processed image to be distorted, cropped or rotated with other proportions other than the Capture One view.



Fixed: The image is scaled proportionally with the percentage specified. Capture One can scale images on output from 10-250%. (Scaling is carried out on the original data and is of the highest quality so it is suitable for any type of use.)

Width: The image is scaled proportionally to the specified width.

Height: The image is scaled proportionally to the specified height.

Dimensions: An image is scaled proportionally to fit inside a box with the specified dimensions. Use this when you want to process a mix of portrait and landscape images.

The dimensions are interpreted as either width x height or height x width whatever yields the largest scale.

Width x Height: The image is scaled proportionally to fit inside a box with the specified width and height.

Use this to ensure that a set of processed images with different aspect ratios will fit on certain sized paper.

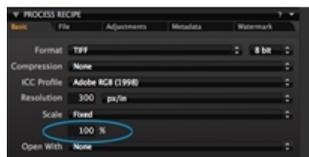
Long Edge: The image is scaled proportionally with the longest edge set to the specified value.

Short Edge: The image is scaled proportionally with the shortest edge set to the specified value.

Never Upscale: Limit the scale to a maximum of 100%.

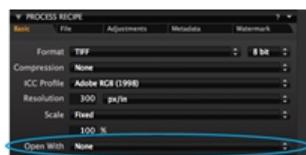
Output scaling

- Capture One has the ability to scale images on output from 10-250%.
- Upsizing images is as simple as typing in the output size required. As the scaling is carried out on the original data, the scaling is of the highest quality and suitable for any type of use.



Open with

- Select an option from the **Open With** drop down menu to automatically open a processed file into another selected application once it's been processed in Capture One.



Output location

- The **Output Location** tool enables users to choose a destination for processed files. Click on the arrow icon to navigate and select a desired folder. Note, the output location for files is dependent on the Root Folder setting, selected via the File tab under the Process Recipe tool. By default the Root Folder is set to the Output Folder option, however, if the Root Folder is set to either Image Folder or another folder via the Select Folder...option the Output Location Tool will be overridden for the chosen process recipe. Be aware that the Output Location tool may still be adopted by other process recipes. Used this way, in conjunction with the Root Folder option, the Output Location tool can separate chosen process recipes and output them to different destinations, for example, JPEGs to one folder, TIFFs to another.



Process summary

- The Process Summary window provides an overview of all the chosen settings for an image before processing. This includes the actual and final processed size, name, format and file size.
- Any red highlighted figures are there as a warning that something will not be processed in a desired way. Check the red figures and make the necessary alterations e.g. change the dimensions.



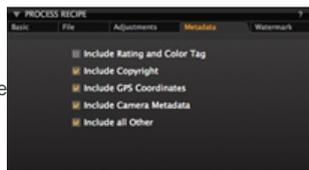
Output naming

- Output Naming provides a range of options for naming processed files. See [Output Naming](#).



Metadata

- The advanced Process Recipe tab enables the option of removing (or stripping) metadata. Metadata stripping settings are an integrated part of each process recipe. Capture One offers five stripping options: Rating, Copyright, GPS coordinate, Camera data and 'all other'.
- The default setting includes all Metadata information apart from the Rating setting.



History

- The Batch Tool Tab shows a history of all recent files that have been processed.
- If for any reason, there is a need for further copies of these images, the relevant ones can be selected and the Reprocess button selected.



Watermark

- A watermark can be added to an individual process recipe.
- A watermark can also be included in all processed images and when [printing photos](#) to help protect files that are sent to a client.

